

## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 2021" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority: **Hunton Parish Council**

County area (local councils and parish meetings only): **Kent**

### Financial year ending 31 March 2021

Prepared by (Name and Role): **Sharon Goodwin, Clerk & RFO to Hunton Parish Council**

Date: **10/05/2021**

|   | £                | £                |
|---|------------------|------------------|
| <b>Balance per bank statements as at 31/03/21:</b>  |                  |                  |
| <b>Unity Trust Bank</b>   | <b>72,014.09</b> | 72,014.09        |
| Petty cash float (if applicable)  |                  | -                |
| Less: any <del>un-presented cheques</del> online banking payments submitted prior to 31/03/21 but only authorised by one parish councillor as at 31/03/21 (enter these as negative numbers) *** |                  |                  |
| <b>Action for Communities in Rural Kent</b>   | <b>(55.00)</b>   |                  |
| <b>Sharon Goodwin</b>   | <b>(52.35)</b>   |                  |
| <b>Hood's Tree Services Ltd</b>   | <b>(420.00)</b>  |                  |
| <b>Hunton Wanderers Cricket Club</b>  | <b>(700.00)</b>  |                  |
|   |                  | (1,227.35)       |
| Add: any un-banked cash as at 31/03/21  |                  |                  |
|   |                  | -                |
| <b>Net balances as at 31/03/21 (Box 8)</b>  |                  | <b>70,786.74</b> |

\*\*\* Note: The Parish Council now uses online banking rather than cheques. The Clerk sets up payments online and two parish councillors authorise the payments. The payments listed were set up by the Clerk on 30th March and authorised by one councillor before 31st March, but the second councillor authorised the payments after 31st March, which is why they have been included as reconciling items.