

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 7 “Year ending 31 March 2019” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: Leigh-on-Sea Town Council

County area (local councils and parish meetings only): Essex

Financial year ending 31 March 2019

Prepared by (Name and Role): Emma Stratton Assistant Responsible Finance Officer

Date: 16/04/2019

Balance per bank statements as at 31/3/19:

| | | £ | £ |
|----------------------------------|----------------------------|------------|------------|
| [add more accounts if necessary] | Current account | 33,729.83 | |
| | Imprest account | 1,000.00 | |
| | Payroll account | 4,848.91 | |
| | Savings account | 56,067.55 | |
| | PSDF account | 418,045.70 | |
| | Petty cash/waste account 7 | 169.14 | |
| | account 8 | | |
| | | | 513,861.13 |

Petty cash float (if applicable)

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Less: any unpresented cheques as at 31/3/19 (enter these as negative numbers)

| | | |
|-------------------------------|----------------|-------------|
| [add more lines if necessary] | 102736 | (30.00) |
| | 102768 | (4,332.00) |
| | 102773 | (176.82) |
| | 102775 | (4,396.67) |
| | 102776 | (495.64) |
| | 102783 | (500.00) |
| | 102778 | (17,196.74) |
| | 102779 | (504.00) |
| | 102780 | (570.90) |
| | 102781 | (176.82) |
| | 102782 | (67.33) |
| | 102784 | (119.00) |
| | 102785 | (204.00) |
| | 102786 | (5,474.00) |
| | 102787 | (70.20) |
| | 102788 | (75.00) |
| | 102789 | (38.15) |
| | 102790 | (2,410.82) |
| | 102791 | (11.28) |
| | 102792 | (81.75) |
| | Payroll 100161 | (3,608.46) |