

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 "Year ending 31 March 20xx" 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 2020

Prepared by (Name and Role): Emma Stratton Asst RFO

Date: 31/03/2020

	£	£
Balance per bank statements as at 31/3/20:		
Current Acct	11,969.4	
BMM Savings	104,039.4	
Imprest	1,000.0	
Payroll	1,197.8	
[add more accounts if necessary] Public Sector Deposit Fund	421,649.2	
account 6		
account 7		
account 8		
		539,855.7
Petty cash float (if applicable)		203.8
Less: any unpresented cheques as at 31/3/xx (enter these as negative numbers)		
	102984	(78.64)
	102986	(71.09)
item 3		
item 4		
[add more lines if necessary] item 5		
item 6		
item 7		
item 8		
		(149.73)
Add: any un-banked cash as at 31/3/xx		
		-
Net balances as at 31/3/20 (Box 8)		<u>539,909.8</u>