

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to I headed "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 re basis. Please complete the highlighted boxes, remembering that un-presented 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 2021

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

Date: 21/04/2021

	£	£
Balance per bank statements as at 31/3/21:		
Current account	3,052.4	
Imprest account	821.2	
Payroll account	1,090.1	
BMM Savings	38,583.5	
[add more accounts if necessary] Public Sector Deposit Fund	422,515.9	
		466,063.1
Petty cash float (if applicable)		120.2
Less: any un-presented cheques as at 31/3/21 (enter these as negative numbers)		
item 1		
item 2		
item 3		
item 4		
[add more lines if necessary] item 5		
item 6		
item 7		
item 8		
		-
Add: any un-banked cash as at 31/3/21		
		-
Net balances as at 31/3/21 (Box 8)		<u>466,183.3</u>