

## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree column 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 credit and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority: **Adlington Town Council, Chorley,**

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

### Financial year ending 31 March 2022

Prepared by (Name and Role): **Ms Christine Bailey, Clerk and Registered Financial Officer**

Date: **12/04/2022**

	£	£
<b>Balance per bank statements as at 31/3/22:</b>		
Current Account	3,753.4	
Reserve Account	15,461.1	
Credit Union Account	5,235.6	
[add more accounts if necessary]		
		24,450.2
Petty cash float (if applicable)		250.0
<b>Less: any unpresented cheques as at 31/3/22 (enter these as negative numbers)</b>		
chq 1717	(488.28)	
chq 1723	(300.00)	
chq 1725	(880.00)	
chq 1727	(50.00)	
[add more lines if necessary]		
		(1,718.28)
Add: any un-banked cash as at 31/3/22		
<b>Net balances as at 31/3/22 (Box 8)</b>		<u><u>22,981.9</u></u>

*Handwritten signature*