

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**

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

Financial year ending 31 March 2021

Prepared by (Name and Role): **Christine Bailey, Clerk and RFO**

Date: **18/06/2021**

	£	£
Balance per bank statements as at 31/3/21:		
Current account	5,057.71	
Business Instant	21,458.28	
Credit Union	5,235.60	
		31,751.59
Petty cash float (if applicable)		250.00
Less: any unpresented cheques as at 31/3/21 (enter these as negative numbers)		
Debited 14.4.21 HMRC Q4 PAYE	-15.00	
		-15.00
Add: any un-banked cash as at 31/3/21	0.00	
		0.00
Net balances as at 31/3/21 (Box 8)		31986.59