

## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree with the 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 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 2025**

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

Date: **20/04/2025**

|                                                                                        | £        | £               |
|----------------------------------------------------------------------------------------|----------|-----------------|
| <b>Balance per bank statements as at 31/3/2025:</b>                                    |          |                 |
| UTB Current Account                                                                    | 1,503.4  |                 |
| UTB Reserve Account                                                                    | 11,537.5 |                 |
| Unify Credit Union Account                                                             | 5,509.5  |                 |
| [add more accounts if necessary]                                                       |          |                 |
| account 4                                                                              |          |                 |
| account 5                                                                              |          |                 |
| account 6                                                                              |          |                 |
| account 7                                                                              |          |                 |
| account 8                                                                              |          |                 |
|                                                                                        |          | 18,550.5        |
| Petty cash float (if applicable)                                                       |          | 250.0           |
| Less: any unpresented cheques as at 31/3/xx ( <b>enter these as negative numbers</b> ) |          |                 |
| Anderton ST J Scouts                                                                   | (250.00) |                 |
| item 2                                                                                 |          |                 |
| item 3                                                                                 |          |                 |
| item 4                                                                                 |          |                 |
| [add more lines if necessary]                                                          |          |                 |
| item 5                                                                                 |          |                 |
| item 6                                                                                 |          |                 |
| item 7                                                                                 |          |                 |
| item 8                                                                                 |          |                 |
|                                                                                        |          | (250.00)        |
| Add: any un-banked cash as at 31/3/25                                                  |          |                 |
|                                                                                        |          |                 |
| <b>Net balances as at 31/3/25 (Box 8)</b>                                              |          | <b>18,550.5</b> |