

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 cc 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. I highlighted boxes, remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority:

ASHINGTON TOWN COUNCIL

County area (local councils and parish meetings only):

NORTHUMBERLAND

Financial year ending 31 March 20xx

Prepared by (Name and Role):

MIKE SLAUGHTER - TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER

Date:

08/06/2020

	£	£
Balance per bank statements as at 31/3/20		
Current Account	415,633.89	415,633.89
Petty cash float (if applicable)		0.00
Less: any un-presented cheques as at 31/3/20		
	Cheque No	
	302053	-78.00
	302302	-45.19
	302303	-177.43
	302304	-9.11
	302305	-88.00
	302306	-572.40
	302307	-307.43
	302308	-1,279.54
	302309	-240.00
	302310	-68,719.30
	-302311	-7,327.81
	302312	-222.54
	302319	-19,651.48
	302320	-556.80
	302321	-9.68
	302322	-93.95
	302323	-232.14
	302324	-850.50
	302325	-308.00
	302326	-40.00
		-100,809.30
Add: any un-banked cash as at 31/3/20		0.00
Net balances as at 31/3/20x (Box 8)		314,824.59