

## 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 “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 receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered as negative figures.

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

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

### Financial year ending 31 March 2024

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

Date: **26/04/2024**

	£	£
<b>Balance per bank statements as at 31/3/24:</b>		
UTB Current Account	620.0	
UTB Reserve Account	10,172.9	
Credit Union Account	5,420.2	
[add more accounts if necessary]		
account 4		
account 5		
account 6		
account 7		
account 8		
		16,213.0
Petty cash float (if applicable)		250.0
Less: any un-presented cheques as at 31/3/24 <b>(enter these as negative numbers)</b>		
ASG Biodiversity project	(150.00)	
Delivery Spring Newsletter	(250.00)	
[add more lines if necessary]		
item 3		
item 4		
item 5		
item 6		
item 7		
item 8		
		(400.00)
Add: any un-banked cash as at 31/3/xx		
		-
<b>Net balances as at 31/3/24 (Box 8)</b>		<b>16,063.0</b>