

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** include a column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are reconciled on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered on a payments basis.

Name of smaller authority:

Halstead Town Council

County area (local councils and parish meetings only):

Essex county council

Financial year ending 31 March 2024

Prepared by (Name and Role):

Sarah Greateorex Town Clerk & RFO

Date:

01/05/2024

		£	£
Balance per bank statements as at 31/3/xx:			
	Lloyds	137,388.0	
	Barclays	55,392.6	
	Town clerk	1,277.3	
	CC:LA	48,152.0	
[add more accounts if necessary]	Nationwide	35,000.0	
	account 6		
	account 7		
	account 8		
		277,210.0	
Petty cash float (if applicable)			
			-
Less: any unpresented cheques as at 31/3/xx (enter these as negative numbers)			
	item 1		
	item 2		
	item 3		
	item 4		
[add more lines if necessary]	item 5		
	item 6		
	item 7		
	item 8		
Add: any un-banked cash as at 31/3/xx			
Net balances as at 31/3/xx (Box 8)			
			-