

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 column headed "Year end" 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 cheques should be entered as negative figures.

Name of smaller authority: **Howden Town Council**

County area (local councils and parish meetings only): **East Riding of Yorkshire Council**

Financial year ending 31 March 2021

Prepared by (Name and Role): **Sarah Hardcastle Clerk/RFO**

Date: **6/9/2021**

		£	£
Balance per bank statements as at 31/3/2021			
	account 1	91,671.3	
	account 2	79,588.78	
	account 3		
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			171,260.1
Petty cash float (if applicable) -			
Less: any un-presented 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 31/3/2021 (Box 8)			171,260.1