

Bank reconciliation – Example

This reconciliation must include all bank and building society accounts and other short-term investments*. It must agree to Box 8 in the column headed "Year ending 31 March 2021" in Section 2 of the Annual Return. It will also agree to Box 7 where the accounts are prepared on a receipts and payments (cash) basis.

Parish Council Name GREENCROFT PARISH COUNCIL
 Financial year ending 31 March 2021
 Prepared by PAUL MCADAM (PARISH CLERK) (Name and Position) Date 23/5/21

Balance per bank statements as at 31 March 2021:

- e.g. Current account
- High interest account
- Building society premium a/c

£	✓	£
6764.00	✓	
0.00	-	
0.00	✓	6764.00 ✓

Petty cash float (if applicable)

0.00 ✓

Less: any un-presented cheques at 31 March 2021 (normally only current account)

Cheque number 100495
100496
100497

20.00	}	421.82 ✓
321.46		
80.36		

Add: any un-banked cash at 31 March 2021

- e.g. Allotment rents banked 31 March 2021 (but not credited until 1 April)

0.00 ✓

Net balances as at 31 March 2021

6342.18 ✓

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK

Opening Balance 1 April 2020

6198.32

Add: Receipts in the year

4621.17 ✓

Less: Payments in the year

4477.31 ✓

Closing balance per cash book [receipts and payments book] as at 31 March 2021 (**must equal net balances above**)

6,342.18 - c

* **Note:** Long-term investments should be excluded from the bank reconciliation and from Section 2, Boxes 1, 7 and 8. They must be shown in Section 2, Box 9 and recorded in the asset and investment register.