

**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 2019" 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.

Local Council Name WHESSEDE PARISH COUNCIL

Financial year ending 31 March 2019

Prepared by Bill Goldfinch (clerk) (Name and Position) Date 10 May 2019

|   |   |               |
|---|---|---------------|
| Balance per bank statements as at 31 March 2019:                                | £ | £             |
| e.g. Current account  |   |               |
| High interest account   |   | 16,156        |
| Building society premium a/c  |   |               |
|   |   | <hr/>         |
| Petty cash float (if applicable)  |   |               |
| Less: any un-presented cheques at 31 March 2019 (normally only current account) |   | —             |
| Cheque number   |   | —             |
|   |   | <hr/>         |
| Add: any un-banked cash at 31 March 2019  |   | —             |
| e.g. Allotment rents banked 31 March 2019 (but not credited until 1 April)      |   |               |
|   |   | <hr/>         |
| Net balances as at 31 March 2019  |   | <u>16,156</u> |

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

**CASH BOOK**

|  |               |
|--|---------------|
| Opening Balance 1 April 2018   | 17,158        |
| Add: Receipts in the year  | 10,468        |
| Less: Payments in the year   | <u>11,470</u> |
| Closing balance per cash book [receipts and payments book] as at 31 March 2019 (must equal net balances above) | <u>16,156</u> |

\* **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.