

**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 2020" 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 W HESSE PARISH COUNCIL

Financial year ending 31 March 2020

Prepared by Bill Goldfinch (Clerk) (Name and Position) Date 18.5.20

Balance per bank statements as at 31 March 2020:

	£	£
e.g. Current account		
High interest account		7,974
Building society premium a/c		
	_____	

Petty cash float (if applicable)

Less: any un-presented cheques at 31 March 2020 (normally only current account)

Cheque number \_\_\_\_\_

Add: any un-banked cash at 31 March 2020

e.g. Allotment rents banked 31 March 2020 (but not credited until 1 April) \_\_\_\_\_

Net balances as at 31 March 2020

7,974

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

**CASH BOOK**

Opening Balance 1 April 20<sup>19</sup>20

Add: Receipts in the year

Less: Payments in the year

Closing balance per cash book [receipts and payments book] as at 31 March 2020 (**must equal net balances above**)

16,156
58,727
66,909
<u>7,974</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.