

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 WAESSEOE PARISH COUNCIL
 Financial year ending 31 March 2021
 Prepared by Bill Goldfinch (clerk) (Name and Position) Date 6 May 21

Balance per bank statements as at 31 March 2021:	£	£
e.g. Current account	12,229	
High interest account		
Building society premium a/c	_____	
Petty cash float (if applicable)		_____
Less: any un-presented cheques at 31 March 2021 (normally only current account)		
Cheque number	_____	
Add: any un-banked cash at 31 March 2021		_____
e.g. Allotment rents banked 31 March 2021 (but not credited until 1 April)		
Net balances as at 31 March 2021		12,229 _____

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

CASH BOOK

Opening Balance 1 April 2020	7,974
Add: Receipts in the year	20,363
Less: Payments in the year	16,108
Closing balance per cash book [receipts and payments book] as at 31 March 2021 (must equal net balances above)	12,229 _____

* *Note: Long-term investments should be excluded from the bank reconciliation and from Section 2.*