

Attachment 1.1

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 2022" 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, but not when an income and expenditure basis is used.

Parish Council Name - Whessoe Parish Council

Financial year ending 31 March 2022

Prepared by Bill Goldfinch – Clerk and RFO (Name and Position)

Date 19th April 2022

Balance per bank statements as at 31 March 2022:	£	£
e.g. Current account	10,321	
	<hr/>	
Petty cash float (if applicable)		
Less: any un-presented cheques at 31 March 2022 (normally only current account)		
Cheque number	0	
	<hr/>	
Add: any un-banked cash on 31 March 2022		
e.g. Allotment rents banked 31 March 2022 (but not credited until 1 April)	0	
	<hr/>	
Net balances on 31 March 2022		10,321
		<hr/>

The net balances reconcile to the Cash Book (a receipts and payments account, which should be maintained even if your authority uses income and expenditure accounting) for the year, as follows:

CASH BOOK

Opening Balance 1 April 2021	12,229
Add: Receipts in the year	17,200
Less: Payments in the year	19,108
Closing balance per cash book [receipts and payments book] at 31 March 2022 (must equal net balances above)	<hr/> 10,321 <hr/>