

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 DALTON PIERCY PARISH COUNCIL

Financial year ending 31 March 2019

Prepared by J. WHITE - CLERK (Name and Position) Date 28.08.19

| | | |
|--|-------|-------|
| Balance per bank statements as at 31 March 2019: | £ | £ |
| e.g. Current account | | |
| High interest account | 1,120 | 45 |
| Building society premium a/c | | |
| | | <hr/> |
| Petty cash float (if applicable) | | |
| Less: any unpresented cheques at 31 March 2019 (normally only current account) | | 30.00 |
| Cheque number | | 6.00 |
| | | <hr/> |
| Add: any un-banked cash at 31 March 2019 | | |
| e.g. Allotment rents banked 31 March 2019 (but not credited until 1 April) | | 0.00 |
| | | <hr/> |
| Net balances as at 31 March 2019 | | <hr/> |

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

CASH BOOK

| | |
|--|----------------------|
| Opening Balance 1 April 2018 | 2,478.29 |
| Add: Receipts in the year | 45,782.72 |
| Less: Payments in the year | - 47,140.56 |
| Closing balance per cash book [receipts and payments book] as at 31 March 2019 (must equal net balances above) | <hr/> 1,120.45 <hr/> |

* **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.