

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.

7797

Parish Council Name BUTTERTON

Financial year ending 31 March 2021

Prepared by M. RISBY (Name and Position) Date 15/6/2021
CLERK/RFO

Balance per bank statements as at 31 March 2021:

- e.g. Current account
- High interest account
- Building society premium a/c

£	£
5160	
2637	
—	
£ 7797	

Petty cash float (if applicable)

Less: any un-presented cheques at 31 March 2021 (normally only current account)

Cheque number 200444

—	68
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Add: any un-banked cash at 31 March 2021

e.g. Allotment rents banked 31 March 2021 (but not credited until 1 April)

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7797	

Net balances as at 31 March 2021

68

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

CASH BOOK

Opening Balance 1 April 2020

Add: Receipts in the year

Less: Payments in the year

Closing balance per cash book [receipts and payments book] as at 31 March 2021 (**must equal net balances above**)

7389	
5841	13230
5432	
7797	

* **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.