

Bank reconciliation – example

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis

Name of smaller authority: Preston Richard Parish Council

County area (local councils and parish meetings only): Cumbria

Financial year ending 31 March 2021

Prepared by (Name and Role):

Clerk/ RFO

Date:

01/04/2021

	£	£
Balance per bank statements as at 31/3/21		
e.g Current Account	4,589.73	
Deposit Account	27,735.98	
Building Society Premium Account	-	
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		32,325.71
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/21 (normally only current account)		
Cheque number 10333	(50.00)	
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		(50.00)
Add: any un-banked cash as at 31/3/21		
e.g Allotment rents banked 30/3/xx (but not credited until 2 April)	-	
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		-
Net balances as at 31/3/xx (Box 8)		<u><u>32,275.71</u></u>