

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 STOWE BY CHARTLEY PARISH COUNCIL

Financial year ending 31 March 2019

Prepared by J. BLOUNT CLERK AND RFO (Name and Position) Date 25/4/2019

Balance per bank statements as at 31 March 2019:

| | | | | |
|------------------------------|---|--------------|---|-------|
| e.g. Current account | £ | 12641 | £ | 12641 |
| High interest account | | | | |
| Building society premium a/c | | 0 | | |
| | | <u>12641</u> | | |

Petty cash float (if applicable)

Less: any un-presented cheques at 31 March 2019 (normally only current account)

Cheque number 1239
300004

| |
|-------------|
| 30 |
| <u>2000</u> |

2030

Add: any un-banked cash at 31 March 2019

e.g. Allotment rents banked 31 March 2019 (but not credited until 1 April)

Net balances as at 31 March 2019

10611

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

CASH BOOK

Opening Balance 1 April 2018

Add: Receipts in the year

Less: Payments in the year

10844

13198

13431

Closing balance per cash book [receipts and payments book] as at 31 March 2019 (must equal net balances above)

10611

* **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.