

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: **Hittisleigh Parish Council**

County area (local councils and parish meetings only): **Mid Devon**

Financial year ending 31 March 2023

Prepared by (Name and Role): **Ruth Curtis Clerk/ RFO**

Date: **16/06/2023**

	£	£
Balance per bank statements as at 31/3/23:		
e.g Current Account	10,104.63	
High Interest Account	-	
Building Society Premium Account	-	
	<hr/>	10,104.63
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/23 <i>(normally only current account)</i>		
Cheque number		
227	(880.00)	
228	(176.00)	
230	(25.00)	
231	(36)	
232	(162)	
233	(50)	
234	(440)	
235	(88)	
237	(1,320)	
238	(264)	
	<hr/>	(3,441.00)
Add: any un-banked cash as at 31/3/xx e.g Allotment rents banked 30/3/xx <i>(but not credited until 2 April)</i>	-	
	<hr/>	<hr/>
Net balances as at 31/3/23 (Box 8)		<u>6,663.63</u>