

Attachment 1.1

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.

Parish Council Name KINGS BROMLEY PARISH COUNCIL

Financial year ending 31 March 2021

Prepared by IAN COLCLOUGH - CLERK + RFO (Name and Position) Date 23/05/21

Balance per bank statements as at 31 March 2021:	£	£
e.g. Current account	11,180	
High interest account	9,270	
Building society premium a/c		
	<u>£20,449</u>	

Petty cash float (if applicable)

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

Cheque number

£ 2,796

Add: any un-banked cash at 31 March 2021

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

0

Net balances as at 31 March 2021

£ 17,653

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

CASH BOOK

Opening Balance 1 April 2020

£ 13,850

Add: Receipts in the year

£ 22,415

Less: Payments in the year

£ 18,611

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

£ 17,654

* **Note:** Long-term investments should be excluded from the bank reconciliation and from Section 2,