

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: Carlby Parish Council

County area (local councils and parish meetings only): Glen Ward

Financial year ending 31 March 20xx

Prepared by (Name and Role): Sarah Gresty Clerk/ RFO

Date: 31/03/2022

	£	£
Balance per bank statements as at 31/3/22:		
e.g Current Account	3,676.90	
High Interest Account		
Building Society Premium Account		
	<hr/>	3,676.90
Petty cash float (if applicable)		
Less: any un-presented cheques as at 31/3/22 (normally only current account)		
Cheque number		
	<hr/>	0.00
Add: any un-banked cash as at 31/3/22 e.g Allotment rents banked 30/3/xx (but not credited until 2 April)		
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Net balances as at 31/3/22 (Box 8)		<u><u>3,676.90</u></u>