

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: **ABC Parish Council**

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

Financial year ending 31 March 20xx

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

Date: **xx/xx/xx**

	£	£
Balance per bank statements as at 31/3/xx:		
e.g Current Account	2,061.00	
High Interest Account	-	
Building Society Premium Account	-	
	<hr/>	2,061.00
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/xx <i>(normally only current account)</i>		
Cheque number	0.00	
	0.00	
	0.00	
	<hr/>	0.00
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/>	-
Net balances as at 31/3/xx (Box 8)		<u><u>2,061.00</u></u>