

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: Lawhitton Rural Parish Council

County area (local councils and parish meetings only): CORNWALL

Financial year ending 31 March 20xx

Prepared by (Name and Role): Mary Fasham Clerk

Date: 17/02/2022

	£	£
Balance per bank statements as at 31/3/2022		
e.g Current Account	1,584.00	
High Interest Account	-	
Building Society Premium Account	-	
	<hr/>	1,584.00
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>1,584.00</u></u>