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 2024

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

Date: 14/06/2024

		£	£
Balance per bank statements as at 31/3/24:			
e.g Current Account		8,313.73	
High Interest Account		-	
Building Society Premium Account		-	
			8,313.73
Petty cash float (if applicable)			-
Less: any unpresented cheques as at 31/3/24			
(normally only current account)			
Cheque number	247	(25.00)	
	248	(250.00)	
	249	(50.00)	
	250	(162)	
			(487.00)
Add: any un-banked cash as at 31/3/xx			
e.g Allotment rents banked 30/3/xx *(but not credited unil 2 April)*		-	
			-
Net balances as at 31/3/23 (Box 8)			**7,826.73**