

## 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: **Shalden Parish Council**

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

### Financial year ending 31 March 20xx

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

Date: **06/07/2020**

	£	£
<b>Balance per bank statements as at 31/03/20:</b>		
Current Account	3,243.09	
Business Reserve Account	2,068.22	
	<hr/>	5,311.31
Petty cash float (if applicable)		77.07
Less: any un-presented cheques as at 31/3/20 <i>(normally only current account)</i>		
Cheque number	0.00	
	<hr/>	0.00
Add: any un-banked cash as at 31/3/20 <i>e.g Allotment rents banked 30/3/20 (but not credited until 2 April)</i>	-	
	<hr/>	-
<b>Net balances as at 31/3/20 (Box 8)</b>		<b><u><u>5,388.38</u></u></b>