

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: Addlethorpe Parish Council

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

Financial year ending 31 March 2022

Prepared by (Name and Role):

Kerry Stafford Clerk/ RFO

Date:

22/04/2022

	£	£
Balance per bank statements as at 31/3/22:		
Current Account	6,272.37	
Deposit Account	2,221.33	
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		8,493.70
Petty cash float (if applicable)		n/a
Less: any un-presented cheques as at 31/3/xx (normally only current account)		
Cheque number		
693	(254.60)	
697	(58.07)	
698	(126.00)	
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		(438.67)
Add: any un-banked cash as at 31/3/22 e.g. Councillor Grant remittance received but <i>not yet credited until</i>	500.00	
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		500.00
Net balances as at 31/3/22(Box 8)		<hr/> <hr/> £8,555.03