

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: **Melbourne Parish Council**

County area (local councils and parish meetings only):

Financial year ending 31 March 20xx

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

Date: **24/05/2021**

	£	£
Balance per bank statements as at 31/3/21:		
e.g Current Account	8,004.78	
High Interest Account	2,072.95	
Building Society Premium Account		
	<hr/>	10,077.73
Petty cash float (if applicable)		
Less: any un-presented cheques as at 31/3/21 (normally only current account)		
Cheque number 100857	0.00	
	<hr/>	0.00
Add: any un-banked cash as at 31/3/21		
	-	
	<hr/>	-
Net balances as at 31/3/21 (Box 8)		<u><u>10,077.73</u></u>