

## Bank reconciliation

This reconciliation must include **all** bank and building society accounts and other short-term investments\*. It **must** agree to Box 8 in the column headed "Year ending 31 March 2020" in Section 2 of the Annual Return. It will also agree to Box 7 where the accounts are prepared on a receipts and payments (cash) basis.

Parish Council Name \_\_\_\_\_ Fawfieldhead Parish Council \_\_\_\_\_

Financial year ending 31 March 2020

Prepared by \_\_Stephen Mansfield (Clerk and RFO)\_ (Name and Position) Date \_\_26<sup>th</sup> Sept 2020

Balance per bank statements as at 31 March 2020:		£	£
e.g. Current account		13,170.05	
High interest account		0.00	
Building society premium a/c		0.00	
		<hr/>	13,170.05
Petty cash float (if applicable)			
Less: any un-presented cheques at 31 March 2020 (normally only current account)			
Cheque number	448	74.00	
	449	262.80	
	450	84.00	
		<hr/>	
Add: any un-banked cash at 31 March 2020		0.00	
e.g. Allotment rents banked 31 March 2020 (but not credited until 1 April)			
		<hr/>	(420.80)
Net balances as at 31 March 2020			<hr/> <u>12,749.25</u>

***The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:***

### CASH BOOK

Opening Balance 1 April 2019		11,533.04
Add: Receipts in the year	5,112.03	
Less: Payments in the year	<u>(3,895.82)</u>	
Closing balance per cash book [receipts and payments book] as at 31 March 2020 ( <b>must equal net balances above</b> )		<hr/> <u>12,749.25</u>

\* **Note:** Long-term investments should be excluded from the bank reconciliation and from Section 2, Boxes 1, 7 and 8. They must be shown in Section 2, Box 9 and recorded in the asset and investment register.