

Bank reconciliation – Example

This reconciliation should include **all** bank and building society accounts, including investment accounts. It **must** agree to Box 8 in the column headed “Year ending 31 March 2016” in Section 2 of the Annual Return – and will also agree to Box 7 where the accounts are prepared on a receipts and payment basis

Small Body Name _____

Financial year ending 31 March 2016

Prepared by _____ (Name and role [clerk/RFO etc])

Date _____

Balance per bank statements as at 31 March 2016:	£	£
e.g. Current account	1,000.00	
High interest account	3,000.00	
Building society premium account	<u>10,000.00</u>	
		14,000.00
Petty cash float		10.00
Less: any un-presented cheques at 31 March 2016 (normally only current account)		
Cheque number 000154	(60.00)	
000157	(18.00)	
000158	<u>(2.00)</u>	
		(80.00)
Add: any un-banked cash at 31 March 2016 e.g. Allotment rents banked 31 March 2016 (but not credited until 1 April)	<u>50.00</u>	<u>50.00</u>
Net balances as at 31 March 2016 (Box 8)		<u>13,980.00</u>

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

CASH BOOK:

Opening Balance 1 April 2015 (Prior year Box 8)	15,280.00
Add: Receipts in the year	6,500.00
Less: Payments in the year	<u>(7,800.00)</u>
Closing balance per cash book [receipts and payments book] as at 31 March 2016 (must equal net balances above – Box 8)	<u>13,980.00</u>

Note: If you hold investments other than in bank deposit or other short-term savings accounts (i.e. long-term investments) these should be excluded from the bank reconciliation and from Section 2, Boxes 1, 7 and 8. They should be shown in Section 2, Box 9 and recorded in the asset and investment register. Long-term investments will include any shareholdings, such as consolidated stock. **Further guidance is included within the ‘Practitioners’ Guide’.**

Bank reconciliation – pro forma

Name of smaller body: East Farleigh Parish Council

Financial year ending 31 March 2016

Prepared by Sarah O'Callaghan Clerk and RFO (Name and role)

Date 22nd April 2016

Balance per bank statements as at 31 March 2016:	£	£
Current account	1,226	
Deposit account	20,556	21,782

Petty cash float (if applicable)	N/A	
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Less: any un-presented cheques at 31 March 2016		
First East Farleigh Brownies (Donation)	(100)	
Fee for small claim (HM Courts and Tribunals Service)	(70)	

Add: any un-banked cash at 31 March 2016		
N/A		

Net balances as at 31 March 2016 (Box 8)		<u>21,612</u>
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The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:

Opening Balance 1 April 2015 (Prior year Box 8)	12,772
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Add: Receipts in the year	37,593
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Less: Payments in the year	28,753
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Closing balance per cash book [receipts and payments book] as at 31 March 2016 (must equal net balances above – Box 8)	<u>21,612</u>
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