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: Newhall Parish Council

County area (local councils and parish meetings only): Cheshire East

Financial year ending 31 March 20xx

Prepared by (Name and Role): Adrian G. Lawrence - Clerk/ RFO

Date: 31/03/22

		£	£
Balance per bank statements as at 31/3/22			
Current Account		10,540.77	
Business Reserve Account		501.99	
			11,042.76
Petty cash float (if applicable)			
Less: any unpresented cheques as at 31/3/22			
(normally only current account)			
Cheque number	575	(50.00)	
	544	(96.80)	
	545	(36.00)	
			(182.80)
Add: any un-banked cash as at 31/3/22			
n/a			-
Net balances as at 31/3/22 (Box 8)			**10,859.96**

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority: NEWHALL PARISH COUNCIL

County area (local councils and parish meetings only): CHEHIRE EAST

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net differnece between them is equal to the difference between Boxes 7 and 8.

		£	£
Box 7: Balances carried forward			**10,859.96**
Deduct:	Debtors **(enter these as negative numbers)**		
	1		
	2		
	3	-	
Deduct:	Payments made in advance (prepayments) **(enter these as negative numbers)**		
	1		
	2	-	
Total deductions			-
Add:			
	Creditors (must not include community infrastructure levy (CIL) receipts)		
	1		
	2	-	
Add:			
	Receipts in advance (must not include deferred grants/loans received)		
	1		
	2	-	
Total additions			-
Box 8: Total cash and short term investments			**10,859.96**