

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:

BREDGAR PARISH COUNCIL

County area (local councils and parish meetings only):

KENT

Financial year ending 31 March 20xx

Prepared by (Name and Role):

TERESA HUDSON CLERK/RFO

Date:

07/04/20

	£	£
Balance per bank statements as at 31/3/xx:		
e.g Current Account	2,816.00	
High Interest Account	-	
Building Society Premium Account	7,178.00	
	-----	7,464.00
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/xx (normally only current account)		
Cheque number		
3	(80.00)	
8	(72.00)	
	-----	(132.00)
Add: any un-banked cash as at 31/3/xx		-
	-----	-
Net balances as at 31/3/xx (Box 8)		<u>7,332.00</u>