

Attachment 1.1

Bank reconciliation – Example

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 2023" 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, but not when an income and expenditure basis is used.

Parish Council Name PLUCKLEY PARISH COUNCIL

Financial year ending 31 March 2023

Prepared by GEOFF EATON, CLERK (Name and Position) Date 31/05/23

Balance per bank statements as at 31 March 2023:

e.g.	Current account	£ 37,445	}	£	
	High interest account	£ 89,133			
	Building society premium a/c				
					£ 126,578

Petty cash float (if applicable)

Less: any unpresented cheques at 31 March 2023 (normally only current account)

Cheque number

1854	£ 45-
1858	£ 45-
1859	£ 90-
1860	£ 160-

0
(£ 360)

Add: any un-banked cash at 31 March 2023

e.g. Allotment rents banked 31 March 2023 (but not credited until 1 April)

0

Net balances as at 31 March 2023

£ 126,218

The net balances reconcile to the Cash Book (a receipts and payments account, which should be maintained even if your authority uses income and expenditure accounting) for the year, as follows:

CASH BOOK

Opening Balance 1 April 2022

Add: Receipts in the year

Less: Payments in the year

Closing balance per cash book [receipts and payments book] as at 31 March 2023 (must equal net balances above)

136363
56670
(66815)
£ 126,218