

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: **LITTLE LEIGH PARISH COUNCIL**

County area (local councils and parish meetings only): **CHESTER**

Financial year ending 31 March 2023

Prepared by (Name and Role): **ANN BRAZIER CLERK/ RFO**

Date: **01.04.2023**

	£	£
Balance per bank statements as at 31/3/xx:		
e.g Current Account	13,524.00	
High Interest Account		
Building Society Premium Account		
	<hr/>	13,524.00
Petty cash float (if applicable)		
Less: any un-presented cheques as at 31/3/xx <i>(normally only current account)</i>		
Cheque number		
	<hr/>	
Add: any un-banked cash as at 31/3/xx e.g Allotment rents banked 30/3/xx <i>(but not credited until 2 April)</i>		
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Net balances as at 31/3/03/2023		<u>13,524.00</u>