

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: Kingston Parish Council

County area (local councils and parish meetings only):

Financial year ending 31 March 20xx

Prepared by (Name and Role): Joy Rule Auditor (Internal)

Date: 04/05/2021

		£	£
Balance per bank statements as at 31/3/xx:	21		
<i>e.g</i> Current Account		25,100.69	
High Interest Account			
Building Society Premium Account			
		<hr/>	25,100.69
Petty cash float (if applicable)			-
Less: any un-presented cheques as at 31/3/xx <i>(normally only current account)</i>			
Cheque number	794	300.00	
		<hr/>	300.00
Add: any un-banked cash as at 31/3/xx <i>e.g</i> Allotment rents banked 30/3/xx <i>(but not credited until 2 April)</i>			
		<hr/>	-
Net balances as at 31/3/xx (Box 8)			<u>25,400.69</u>