

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 2024*” 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 _____ Corsenside parish Council _____

Financial year ending 31 March 2024

Prepared by _____ Christine Woodcock, Clerk and RFO _____ (Name and Position) Date 25/06/25 _____

Balance per bank statements as at 31 March 2024:	£	£
e.g. Current account	12,053.25	
Petty cash float (if applicable)	n/a	
Less: any unpresented cheques at 31 March 2024 (normally only current account)		
Invoice 61	321.20	
Add: any un-banked cash at 31 March 2024	0	
Net balances as at 31 March 2024	£11732.05	
<i>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:</i>		
CASH BOOK	n/a	
Opening Balance 1 April 2023		
Add: Receipts in the year		
Less: Payments in the year		
Closing balance per cash book [receipts and payments book] as at 31 March 2024 (must equal net balances above)		

