

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 _Ovingham Parish

Council _____

Financial year ending 31 March 2023

Prepared by __Paul Smith (Clerk and RFO)_____ (Name and Position)

Date __04.05.23__

Balance per bank statements as at 31 March 2023:	£	£
e.g. Current account	18,766.33	
High interest account		
Building society premium a/c	15,090.33	
	<u>33,856.66</u>	
Petty cash float (if applicable)	0	
Less: any un-presented cheques at 31 March 2023 (normally only current account)		
Cheque number 111	5.00	
	15.00	
	<u>20.00</u>	
Add: any un-banked cash at 31 March 2023		
e.g. Allotment rents banked 31 March 2023 (but not credited until 1 April)	0	
		<u>33,836.66</u>
Net balances as at 31 March 2023		

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

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Opening Balance 1 April 2022

Add: Receipts in the year	17,486
Less: Payments in the year	17,973
Closing balance per cash book [receipts and payments book] as at 31 March 2023 (must equal net balances above)	<u>33,837</u>