

## 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: **Canwick Parish Council**

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

### Financial year ending 31 March 20xx

Prepared by (Name and Role): **Mrs P Shaw, Clerk**

Date: **01-Jun-21**

	£	£
<b>Balance per bank statements as at 31/3/21:</b>		
Current Account	774.29	
Deposit Account	9,695.57	
	<hr/>	10,469.86
Petty cash float (if applicable)      N/A		
Less: any un-presented cheques as at 31/3/21 <i>(normally only current account)</i>		
Cheque number                      44	(365.76)	
	<hr/>	(365.76)
Add: any un-banked cash as at 31/3/21      N/A		
<i>e.g Allotment rents banked 30/3/xx (but not credited until 2 April)</i>		
	<hr/>	-
<b>Net balances as at 31/3/21 (Box 8)</b>		<b><u><u>10,104.10</u></u></b>

Note: If you hold investments other than in bank deposit or other short-term savings accounts (i.e. long-term investments) these should be excluded from the bank reconciliation and from Section 2, Boxes 1, 7 and 8. They should be shown in Section 2, Box 9 and recorded in the asset and investment register. Long-term investments will include any shareholdings, such as consolidated stock. Further guidance is included within the ‘Practitioners’ Guide’.

**Please complete the pro forma template on the other tab for your smaller authority.**