

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 2022” 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 CHALTON PARISH COUNCIL

Financial year ending 31 March 2022

Prepared by Sorcha Buckingham, Clerk RFO (Name and Position) Date 19/08/22

Balance per bank statements as at 31 March 2022:	£960.00	£12,324
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e.g. Current account		
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High interest account		
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Building society premium a/c	£13,284	
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Petty cash float (if applicable)

Less: any unpresented cheques at 31 March 2022 (normally only current account)

Cheque number

NA

Add: any un-banked cash at 31 March 2022

e.g. Allotment rents banked 31 March 2022 (but not credited until 1 April)

NA

Net balances as at 31 March 2022		£13,284
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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

Opening Balance 1 April 2021	£23,644	
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Add: Receipts in the year	£32,233	
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Less: Payments in the year	£42,593	
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Closing balance per cash book [receipts and payments book] as at 31 March 2022 (must equal net balances above)		
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£13,284