

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 **CHALTON PARISH COUNCIL**

Financial year ending **31 March 2024**

Prepared by Sorchia Buckingham, Clerk/RFO

Date 21/04/2024

Balance per bank statements as at 31 March 2024:	£1,981	£32,788
e.g. Current account		
High interest account		
Building society premium a/c		
	£34,769	
Petty cash float (if applicable)	<u>NA</u>	
Less: any unpresented cheques at 31 March 2024 (normally only current account)	<u>NA</u>	
Cheque number	<u>NA</u>	
Add: any un-banked cash at 31 March 2024		
e.g. Allotment rents banked 31 March 2024 (but not credited until 1 April 2024)	<u>NA</u>	
Net balances as at 31 March 2024		£34,769
<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		
Opening Balance 1 April 2023	£32,551	
Add: Receipts in the year	£22,857	
Less: Payments in the year	£20,639	
Closing balance per cash book [receipts and payments book] as at 31 March 2024 (must equal net balances above)		£34,769