

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: **Monks Kirby Parish Council**

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

Financial year ending 31 March 20xx

Prepared by (Name and Role): **Alexa Higgins, Clerk & RFO**

Date: **28/05/2022**

	£	£
Balance per bank statements as at 31/3/22:		
e.g Current Account	5,199.41	
High Interest Account	11,265.60	
	<hr/>	16,465.01
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/xx <i>(normally only current account)</i> Cheque number		
	<hr/>	0.00
Add: any un-banked cash as at 31/3/xx e.g Allotment rents banked 30/3/xx <i>(but not credited until 2 April)</i>		
	<hr/>	-
Net balances as at 31/3/xx (Box 8)		<u>16,465.01</u>