

Bank reconciliation – Example

This reconciliation should include **all** bank and building society accounts, including investment accounts. It **must** agree to Box 8 in the column headed “Year ending 31 March 2018” in Section 2 of the Annual Return – and will also agree to Box 7 where the accounts are prepared on a receipts and payment basis

Smaller authority Name _____

Financial year ending 31 March 2018

Prepared by _____ (Name and role [clerk/RFO etc]) Date _____

Balance per bank statements as at 31 March 2018:	£	£
e.g. Current account	1,000.00	
High interest account	3,000.00	
Building society premium account	<u>10,000.00</u>	
		14,000.00
Petty cash float		10.00
Less: any unpresented cheques at 31 March 2018 (normally only current account)		
Cheque number 000154	(60.00)	
000157	(18.00)	
000158	<u>(2.00)</u>	
		(80.00)
Add: any un-banked cash at 31 March 2018 e.g. Allotment rents banked 30 March 2018 (but not credited until 2 April)	<u>50.00</u>	<u>50.00</u>
Net balances as at 31 March 2018 (Box 8)		<u>13,980.00</u>

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:

Opening Balance 1 April 2017 (Prior year Box 8)	15,280.00
Add: Receipts in the year	6,500.00
Less: Payments in the year	<u>(7,800.00)</u>
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	<u>13,980.00</u>

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](#) for your smaller authority.