

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 2023" 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 LOWER HALSTON PARISH COUNCIL

Financial year ending 31 March 2023

Prepared by ANN SMITH, CLERK & RFO (Name and Position) Date 24-4-23

	£	£
Balance per bank statements as at 31 March 2023:		
e.g. Current account	58,967.49	
High interest account	—	
Building society premium a/c	—	
	—————	
Petty cash float (if applicable)		
Less: any un-presented cheques at 31 March 2023 (normally only current account)		
Cheque number	—	
	—————	
Add: any un-banked cash at 31 March 2023		
e.g. Allotment rents banked 31 March 2022 (but not credited until 1 April)	—	
	—————	
Net balances as at 31 March 2023	58,967.49	
	—————	

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 2022	57725
Add: Receipts in the year	+ 51571
Less: Payments in the year	- 50329
Closing balance per cash book [receipts and payments book] as at 31 March 2023 (must equal net balances above)	————— 58967 —————