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: Sutton Veny Parish Council

County area (local councils and parish meetings only): Wiltshire

Financial year ending 31 March 20xx

Prepared by (Name and Role): Clerk/ RFO

Date: 21/04/2023

	£	£
Balance per bank statements as at 31/3/23		
e.g Current Account	9,568.91	
High Interest Account		
Building Society Premium Account		
		9,568.91
Petty cash float (if applicable)		
Less: any unpresented cheques as at 31/3/xx *(normally only current account)*		
Cheque number		
		0.00
Add: any un-banked cash as at 31/3/23		
		-
Net balances as at 31/3/23 (Box 8)		**9,568.91**