

# 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:: Melkridge Parish Council

Financial year ending 31 March 2024

Prepared by: Karen Little, Clerk/RFO      Date: 30/04/2024

Balance per bank statements as at 31 March 2024:	£	£
e.g. Current account		6050.37
High interest account		299.51
Building society premium a/c		
		<hr/>
		6349.88
Petty cash float (if applicable)		
Less: any un-presented cheques at 31 March 2024 (normally only current account)		405.10
Cheque number	100516	
	100517	
	100518	
		<hr/>
Add: any un-banked cash at 31 March 2024		
e.g. Allotment rents banked 31 March 2024 (but not credited until 1 April)		
		<hr/>
		5944.78
Net balances as at 31 March 2024		<hr/>

***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 2023	4734.52
Add: Receipts in the year	4881.40
Less: Payments in the year	3671.14
Closing balance per cash book [receipts and payments book] as at 31 March 2024 (must equal net balances above)	<hr/>
	5944.78
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