

## 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: Hepscoth Parish Council

Financial year ending 31 March 2023

Prepared by: Sylvia Johnson, Parish Clerk/RFO (Name and Position) Date: 23 April 2023

Balance per bank statements as at 31 March 2023:		£	£
e.g. Current account		27893.92	
Business Instant Access Account		6268.67	
		<hr/>	34162.59
Petty cash float (if applicable)		n/a	
Less: any un-presented cheques at 31 March 2023 (normally only current account)			
Cheque number 832		26.00	
		<hr/>	26.00
Add: any un-banked cash at 31 March 2023		nil	
e.g. Allotment rents banked 31 March 2023 (but not credited until 1 April)		nil	
		<hr/>	34136.59
Net balances as at 31 March 2023			<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 2022	42292.88
Add: Receipts in the year	14204.84
Less: Payments in the year	22361.13
Closing balance per cash book [receipts and payments book] as at 31 March 2023 (must equal net balances above)	<hr/> 34136.59 <hr/>