

Ulcombe Parish Council 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 2024” 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 ULCOMBE PARISH COUNCIL

Financial year ending 31 March 2024

Prepared by Irene Bowie Clerk and RFO (Name and Position) Date 22/04/2024

Balance per bank statements as at 31 March 2024:	£	£
e.g. Current account	49,201.91	
High interest account	5,588.02	
Building society premium a/c		
		54,789.93
Petty cash float (if applicable)	0	
Less: any un-presented cheques at 31 March 2024 (normally only current account)		
Cheque number 2341	169.56	
2342	14.23	
2343	60.00	
2344	836.36	
2347	693.70	
2348	122.00	
2349	115.33	
2350	135.40	
		(2,146.58)
Add: any un-banked cash at 31 March 2024		0
e.g. Allotment rents banked 31 March 2024 (but not credited until 1 April 2024)		
Net balances as at 31 March 2024		52,643.35

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	48,045.23	
Add: Receipts in the year	29,126.38	
Less: Payments in the year	24,528.26	
Closing balance per cash book [receipts and payments book] as at 31 March 2024 (must equal net balances above)		52,643.35