

Bank reconciliation

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.

Parish Council Name - Blithfield Parish Council – 2022-2023

Financial year ending 31 March 2023

Prepared by - Fiona Shipley – Clerk/RFO____ (Name and Position) Date 09.05.23

Balance per bank statements as at 31 March 2023:	£
e.g. Current account	4633.37
High interest account	
savings a/c	2504.06
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Petty cash float (if applicable)	
Less: any unpresented cheques at 31 March 2022 (normally only current account)	
Cheque number 0546	50.00
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Add: any un-banked cash at 31 March 2023	
e.g. Allotment rents banked 31 March 2022 (but not credited until 1 April)	
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Net balances as at 31 March 2023	7087.23
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The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK

Opening Balance 1 April 2021	
Add: Receipts in the year	5656.39
Less: Payments in the year	7116.13
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Closing balance per cash book [receipts and payments book] as at 31 March 2022 (must equal net balances above)	7087.23
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** **Note:** Long-term investments should be excluded from the bank reconciliation and from Section 2, Boxes 1, 7 and 8. They must be shown in Section 2, Box 9 and recorded in the asset and investment register.*

