

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 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: Downswood Parish Council

Financial year ending 31 March 2024

Prepared by: Mrs Teresa Irving – Parish Clerk/RFO (Name and Position) Date: 28 May 2024

| | | |
|---|--------|--------|
| Balance per bank statements as at 31 March 2024: | £ | £ |
| e.g. Current account | 33,111 | |
| High interest account | 10,697 | |
| Building society premium a/c | | |
| | | 43,808 |
| Petty cash float (if applicable) | | |
| Less: any unpresented cheques at 31 March 2024 (normally only current account) | 3,926 | |
| Cheque numbers: 2766, 2767, 2768, 2769, 2770, 2772, 2774, 2777, 2778 | | 39,882 |
| | | |
| Add: any un-banked cash at 31 March 2024 | | Nil |
| e.g. Allotment rents banked 31 March 2024 (but not credited until 1 April 2024) | | |
| Net balances as at 31 March 2024 | | 39,882 |
| | | |
| <i>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:</i> | | |
| CASH BOOK | | |
| Opening Balance 1 April 2023 | | 37,528 |
| Add: Receipts in the year | | 41,087 |
| Less: Payments in the year | | 38,733 |
| Closing balance per cash book [receipts and payments book] as at 31 March 2024 (must equal net balances above) | | 39,882 |