

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 GREENCROFT PARISH COUNCIL

Financial year ending 31 March 2024

Prepared by PAUL McADAM (PARISH CLERK) (Name and Position) Date 8/5/24

	£	£
Balance per bank statements as at 31 March 2024:		
e.g. Current account	-13,678.14	
High interest account	0.00	
Building society premium a/c	0.00	
		13,678.14
Petty cash float (if applicable)	0	
Less: any un-presented cheques at 31 March 2024 (normally only current account)		
Cheque number <u>INTERNET PAYMENTS PROCESSED 31/3/24 BY AVINCRES 6/1 2nd SIGNATORY</u>	407.54 101.80	509.34
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)	0	
Net balances as at 31 March 2024		13,168.80
<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	10,581.71	
Add: Receipts in the year	8,602.48	
Less: Payments in the year	6,015.39	
Closing balance per cash book [receipts and payments book] as at 31 March 2024 (must equal net balances above)		13,168.80