

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: CAPEL-LE-FERNE PARISH COUNCIL

Financial year ending 31 March 2024

Prepared by Maureen Leppard – Parish Council Clerk. (Name and Position).

Date 20th May 2024

Balance per bank statements as at 31 March 2024:	£	£
e.g. Business Current account - 08503346	1,466	
Business Reserve account - 59287802	15,093	
Liquidity Manager account - 39910946	40,289	
		56,848
Petty cash float (if applicable)		
Less: any unpresented cheques at 31 March 2024 (normally only current account)		
Cheque number		
Add: any un-banked cash at 31 March 2024		5
Net balances as at 31 March 2024		56,853
<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	54,632	
Add: Receipts in the year	62,682	
Less: Payments in the year	56,567	
Closing balance per cash book [receipts and payments book] as at 31 March 2024 (must equal net balances above)	60,747	