

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 2019" 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.

Hutton Henry Parish Council

Financial year ending 31 March 2019

Prepared by Joanne Collins, Clerk Date 31/3/19

	£	£
Balance per bank statements as at 31 March 2019:		
e.g. Current account	117,137.52	
High interest account	<u>34,715.58</u>	
	<u>151,853.10</u>	
Petty cash float (if applicable)	N/a	
Less: any un-presented cheques at 31 March 2019 (normally only current account)	250.00	
Cheque number		
Add: any un-banked cash at 31 March 2019	0	
Net balances as at 31 March 2019		<u>151,603.10</u>

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK

Opening Balance 1 April 2018	133,787.50
Add: Receipts in the year	<u>58,770.18</u>
	<u>192,557.68</u>
Less: Payments in the year	40,954.58
Closing balance per cash book [receipts and payments book] as at 31 March 2019 (must equal net balances above)	<u>151,603.10</u>

* **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.