

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 2021" 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 2021

Prepared by Joanne Collins, Clerk Date 31/3/21

Balance per bank statements as at 31 March 2020:

e.g. Current account

High interest account

	£	£
	140,367.07	
	<u>34,795.62</u>	175,162.69

Petty cash float (if applicable)

Less: any un-presented cheques at 31 March 2021 (normally only current account)

Cheque number

31.05

0.00

Add: any un-banked cash at 31 March 2021

0

Net balances as at 31 March 2021

175,193.74

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

CASH BOOK

Opening Balance 1 April 2020

Add: Receipts in the year

Less: Payments in the year

151,359.30

| £66,317.86 |

217,677.16

42,483.42

Closing balance per cash book [receipts and payments book] as at 31 March 2021 **(must equal net balances above)**

175,193.74

* **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.