

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 Gusston Parish Council

Financial year ending 31 March 2024

Prepared by Jon Riddick, Chairman (Name and Position) Date 02/06/2024

Balance per bank statements as at 31 March 2024:	£	£
e.g. Current account	17,673.39	
High interest account		
Building society premium a/c		
Petty cash float (if applicable)		
Less: any un-presented cheques at 31 March 2024 (normally only current account)		
Cheque number		
Add: any un-banked cash at 31 March 2024		
e.g. Allotment rents banked 31 March 2024 (but not credited until 1 April 2024)		
Net balances as at 31 March 2024	17,673.39	
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:		
CASH BOOK		
Opening Balance 1 April 2023	6,566.86	
Add: Receipts in the year	12,100	
Less: Payments in the year	993.47	
Closing balance per cash book [receipts and payments book] as at 31 March 2024 (must equal net balances above)	17,673.39	