

## Bank reconciliation – example

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis

Name of smaller authority: Motcombe Parish Council  
 County area (local councils and parish meetings only): Dorset

**Financial year ending 31 March 2020**

Prepared by (Name and Role): Nicola Phillips

Date: 6th April 2020

**Balance per bank statements as at 31/3/20:**

Current Account		£ 2,804.49
1 Year fixed rate bond		£ 40,000.00
30 day notice account		£ 15,000.00
		£ 57,804.49

Petty cash float N/A

Less: any un-presented cheques as at 31/3/20

N Phillips expenses		-£62.00
Motcombe Memorial Hall		-£45.00
Motcombe Methodist Chur		-£10.00
Motcombe Allotment Ass		-£200.00
St Mary's Church		-£200.00
Motcombe seniors lunch		-£150.00
Motcombe Beaver Colony		-£250.00
Motcombe Cub pack		-£250.00
Motcombe Scout group		-£250.00
Air Ambulance workingdog fund		-£350.00
Home Start		-£200.00
Citizens advice bureau		-£150.00
N Phillips repairs defib		-£68.94
N Phillips stationery		-£17.94
		-£ 2,203.88

Add: any un-banked cash as at 31/3/20

*e.g Allotment rents banked 30/3/xx (but not credited until 2 April)*

**Net balances as at 31/3/20 (Box 8)** **55,600.61**