

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: **Aylsham Town Council**

County area (local councils and parish meetings only): **South Norfolk and Broadland District Council**

Financial year ending 31 March 2023

Prepared by (Name and Role): **Sue Lake**

Date: **27/04/2023**

	£	£
Balance per bank statements as at 31/3/2023		
Current Account	8,908.20	
Active Saver	27,030.66	
Public Sector Deposit Fund	253,548.74	
Shawbrook	89,271.80	
	-----	378,759.40
Petty cash float (if applicable)		250.00
Less: any un-presented cheques as at 31/3/xx <i>(normally only current account)</i> Cheque number		
	-----	0.00
Add: any un-banked cash as at 31/3/xx <i>e.g Allotment rents banked 30/3/xx (but not credited until 2 April)</i>	-	
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Net balances as at 31/3/xx (Box 8)		<u><u>379,009.40</u></u>