

Bank reconciliation

This reconciliation should include **all** bank and building society accounts, including investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 2020" in Section 2 of the Annual Return – and will also agree to Box 7 where the accounts are prepared on a receipts and payment basis

Small Body Name _Fawkham Parish Council

Financial year ending 31 March 2020

Prepared by __Laura Marchant Clerk and RFO
Date 22/5/20

Balance per bank statements as at 31 March 2020:	£	£
e.g. Current account	24,241.19	
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		24,241.19
Petty cash float		
Less: any un-presented cheques at 31 March 2020 (normally only current account)		
Cheque number 000876	(91.20)	
000877	(28.08)	
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Net balances as at 31 March 2020 (Box 8)		24,121.91

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

CASH BOOK:

Opening Balance 1 April 2019 (Prior year Box 8)	26,919
Add: Receipts in the year	13,064
Less: Payments in the year	(15,862)
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Closing balance per cash book [receipts and payments book] as at 31 March 2020 (must equal net balances above – Box 8)	24,121.91

Note: If you hold investments other than in bank deposit or other short-term savings accounts (i.e. long-term investments) these should be excluded from the bank reconciliation and from Section 2, Boxes 1, 7 and 8. They should be shown in Section 2, Box 9 and recorded in the asset and investment register. Long-term investments will include any shareholdings, such as consolidated stock.