

Bank reconciliation – Benenden Parish Council

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 2016” 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 : Benenden Parish Council

Financial year ending 31 March 2016

Prepared by : Caroline Levett, Clerk and Responsible Financial Officer to Benenden Parish Council

Date : 25th May 2016

Balance per bank statements as at 31 March 2016:	£	£
e.g. Current account	500.00	
Interest account	51,554.29	
	<hr/>	52,054.29
Petty cash float		N/A
Less: any un-presented cheques at 31 March 2016		
Cheque number		
102127	(2.50)	
102128	(42.00)	
102132	(351.27)	
102133	(50.00)	
102134	(13.75)	
102136	(48.00)	
		(507.52)
Add: any un-banked cash at 31 March 2016		0.00
Net balances as at 31 March 2016 (Box 8)		<hr/> 51,546.77

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

CASH BOOK:

Opening Balance 1 April 2015 (Prior year Box 8)	40,864.00
Add: Receipts in the year	41,802.00
Less: Payments in the year	(31,120.00)
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Closing balance per cash book [receipts and payments book] as at 31 March 2016 (must equal net balances above – Box 8)	51,546.00

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. **Further guidance is included within the ‘Practitioners’ Guide’.**