**Bank reconciliation – Example**

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 2021” 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Financial year ending 31 March 2021**

Prepared by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name and role [clerk/RFO etc]) Date\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Balance per bank statements as at 31 March 2021: | £ | £ |
| e.g. Current account | 1,000.00 |  |
|  High interest account | 3,000.00 |  |
|  Building society premium account  | 10,000.00 |  |
|  |  | 14,000.00 |
| Petty cash float  |  | 10.00 |
| Less: any unpresented cheques at 31 March 2021(normally only current account)  |  |  |
|  Cheque number 000154 000157 000158 | (60.00)(18.00)(2.00) |  |
|  |  | (80.00) |
| Add: any un-banked cash at 31 March 2021 |  |  |
| e.g. Allotment rents banked 31 March 2021 (but not credited until 1 April) | 50.00 | 50.00 |
| Net balances as at 31 March 2021 (Box 8) |  | 13,980.00 |
|  |  |  |
|  |
|  |  |  |
|  |  |  |

**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.

**Bank reconciliation – pro forma**

**«SmallBodyName»**

**Financial year ending 31 March 2021**

Prepared by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name and role)

Date\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Balance per bank statements as at 31 March 2021: | £ | £ |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Petty cash float (if applicable) |  |  |
| Less: any unpresented cheques at 31 March 2021 |  |  |
|   |  |  |
|  |  |  |
| Add: any un-banked cash at 31 March 2021 |  |  |
|   |  |  |
| Net balances as at 31 March 2021 (Box 8) |  |  |
|  |  |  |
|  |
|  |  |  |
|  |  |  |