## Bank reconciliation

This reconciliation must include **all** bank and building society accounts and other short-term investments\*. It **must** agree to Box 8 in the column headed “Year ending 31 March 2021” in Section 2 of the Annual Return. It will also agree to Box 7 where the accounts are prepared on a receipts and payments (cash) basis.

Parish Council Name Hartlepool Headland Parish Council

Financial year ending 31 March 2021

Prepared by\_G Elliston Clerk/RFO (Name and Position) Date\_\_23rd May 2021\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Balance per bank statements as at 31 March 2021: | £ | £ |
| e.g. Current account | 8964 | 90 |
| High interest account |  |  |
| Building society premium a/c |  |  |
|  |  |  |
| Petty cash float (if applicable) | 49 | 13 |
| Less: any unpresented cheques at 31 March 2021 (normally only current account) | 60 | 00 |
| Cheque number | 000437 |  |
|  |  |  |
| Add: any un-banked cash at 31 March 2021 |  |  |
| e.g. Allotment rents banked 31 March 2021 (but not credited until 1 April) |  |  |
| Net balances as at 31 March 2021 | 8954.03 |  |
|  |  |  |
| ***The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:*** | | |
| **CASH BOOK**  Opening Balance 1 April 2020  Add: Receipts in the year  Less: Payments in the year | 8258  8810  8115 | 73  60  30 |
| Closing balance per cash book [receipts and payments book] as at 31 March 2021 **(must equal net balances above**) | 8954 | 03 |

***\* Note****: Long-term investments should be excluded from the bank reconciliation and from Section 2, Boxes 1, 7 and 8. They must be shown in Section 2, Box 9 and recorded in the asset and investment register.*