|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BANK RECOCILIATION Y/E 2019-2020** | | | | |  |  |  |  |
| 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: | | | Baltonsborough Parish Council | | | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| County area (local councils and parish meetings only): | | | | | Mendip County | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Financial year ending 31 March 2020** | | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Prepared by (Name and Role): | | |  | Cheryl Aldridge - Parish Clerk/RFO | | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Date: |  |  |  | 27/05/2020 |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | £ | £ |  |  |  |
| **Balance per bank statements as at 31/3/20** | | | | |  |  |  |  |  |
| *e.g* Current Account | |  |  |  | 1,240.00 |  |  |  |  |
| Business Reserve Account | | |  |  | 13,157.00 |  |  |  |  |
| Building Society Premium Account | | | |  | - |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | 14,397.00 |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Petty cash float (if applicable) | | |  |  |  | - |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Less: any unpresented cheques as at 31/3/20 | | | | |  |  |  |  |  |
| *(normally only current account)* | | |  |  |  |  |  |  |  |
| Cheque number | | 1279 |  |  | 61.00 |  |  |  |  |
|  |  | 1283 |  |  | 250.00 |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | 311.00 |  |  |  |
| Add: any un-banked cash as at 31/3/20 | | | |  |  |  |  |  |  |
| *e.g* Allotment rents banked 30/3/20 *(but not credited unil 2 April)* | | | | |  |  |  |  |  |
| - |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | - |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Net balances as at 31/3/2020 (Box 8)** | | | |  |  | **14,086.00** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| 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’. | | | | | | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Please complete the pro forma template on the other tab for your smaller authority.** | | | | | | | |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |