

Attachment 1.1

Bank reconciliation – Example

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 2025" 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, but not when an income and expenditure basis is used.

Parish Council Name HARTLIP PARISH COUNCIL

Financial year ending 31 March 2025

Prepared by CLIVE HENLEY – CLERK (Name and Position) Date 08/04/2025

Balance per bank statements as at 31 March 2025:	£	£
LLOYDS Current account	26343.84	
Petty cash float (if applicable)	N/A	
Less: any unpresented cheques at 31 March 2025 (normally only current account)	N/A	
Cheque number		
Net balances as at 31 March 2025	26343.84	
<i>The net balances reconcile to the Cash Book (a receipts and payments account, which should be maintained even if your authority uses income and expenditure accounting) for the year, as follows:</i>		
CASH BOOK		
Opening Balance 1 April 2024	32451	
Add: Receipts in the year	61200	
Less: Payments in the year	67308	
Closing balance per cash book [receipts and payments book] as at 31 March 2025 (must equal net balances above)	26343	