

Section 4

Information required for audit

a) Bank Reconciliation

What is a bank reconciliation?

A bank reconciliation is a control schedule prepared by the council that agrees the balance per the bank statement at the year end (31 March) to the bank balance per the council's own records. It is good practice for bank reconciliations to be prepared regularly throughout the year and approved by the council.

More than one bank account?

The bank reconciliation(s) should cover all the council's bank accounts. If the council has more than one bank account it is helpful if you can provide a summary of the bank reconciliations that agrees to box 8 on the Annual Return in addition to the detailed reconciliations prepared for each account.

It is helpful if the year-end bank reconciliation is set out and submitted to us based on the suggested format below.

If there are no outstanding items at the year-end you must still supply a bank reconciliation. A zero or "Nil" should be included in the relevant lines on the schedule or a clear statement should be made to that effect.

LOCAL COUNCIL NAME EVERLIGH PARISH COUNCIL
COUNTY WILTSHIRE

BANK RECONCILIATION YEAR ENDED 31 MARCH 2015

		£
A	Balance on the bank statement at 31 March 2015 (taken from bank statement)	3165-90
	Outstanding items	
B	Less unpresented cheques (to agree with attached list)	NIL
C	Plus uncleared payments into bank (to agree with attached list)	NIL
D	Petty cash	
	Plus any petty cash balance held at 31 March 2015	NIL
E	Balance in the cash book (council's own records) at 31 March 2015 (Calculated as A-B+C+D=E and agrees with Box 8 on the Annual Return)	3165-90