Sandon and Burston Parish Council Attachment 1.1 - Bank Reconciliation - Year ended 31 March 2026

Guidance per the Practitioner's Guide 2025 (selected)

Point 1.10 - *"Statements reconciling each of the authority's bank accounts with its accounting records need to be prepared on a regular basis, including at the financial year-end and reviewed by members of the authority".*

Point 5.20 - *"The year-end bank reconciliation is a key financial control as it will provide evidence to support the total cash and short-term investments balance shown in Line 8 in Section 2 of the authority's AGAR. As bank statements may be made up to different dates in the month, care should be taken, particularly at year-end, to ensure that the statement being reconciled includes balances as at 31 March".*

Point 5.175 - *"Where an authority holds short-term investments such as deposit or savings accounts, all year-end balances must be reported in detail within the bank reconciliation and be included in the sum of line 8".* For more information on short-term investments, please see point 2.23 of the Practitioner's Guide 2025.

Instructions for completing this template

1. Please fill in the figure from the Annual Governance and Accountability Return (AGAR) for the Box 8 Cash and Cash Equivalents balance.
2. Complete the relevant sections to disclose the value of any cash held at bank accounts, any other cash amounts e.g., petty cash, any unbanked cash and any unpresented cheques. Each section includes a total and this will feed into a Net Balances figure towards the bottom of this template.
3. The final row calculates a difference between the Box 8 value per the AGAR and the adjusted bank balance at 31 March 2026. This should be NIL (or round to nil) for the balance to be satisfactorily reconciled.

NB: If the authority has either total income (Boxes 2+3) or total expenditure (boxes 4+5+6) above £500,000, the authority must provide a copy of the bank statement(s) showing the value of the bank account(s) at 31 March 2026 to support the figures per this template.

Box 8 Cash and Cash Equivalents	**23,712.00**	
Bank Statement Balances		
Current Account	7,633.89	
Savings Account	16,077.98	
Total Cash at Bank	**23,711.87**	
Additional Balances e.g., petty cash, short-term investments		
None		
Total Additional Cash Balances	**-**	
Total Balances at 31 March 2026	**23,711.87**	*calculated figure*
ADD unbanked cash		
None		
Total Unbanked Cash	**-**	
LESS unpresented cheques		
None		
Total Unpresented Cheques	**-**	
Net Balances at 31 March 2026	**23,711.87**	*calculated figure*
Difference	**0.13**	*calculated figure*

Forvis Mazars 2026 all rights reserved