

Bank reconciliation - Template

This reconciliation should include **all** bank and building society accounts, including short term investment account: It **must** agree to Box 8 in the column headed "Year ending 31 March 20XX" in the Accounting Statements of the AC agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlight remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority:

County area (local councils and parish meetings only):

Financial year ending 31 March 2025

Prepared by (Name and Role):

Date: 31/03/2025

	£	£
Balance per bank statements as at 31/3/25:		
Current A/C	3,876.11	
Reserve A/C	<u>42,112.27</u>	
		45,988.38
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/25 (enter these as negative numbers)		
None	<u>0.00</u>	-
Add: any un-banked cash as at 31/3/25		
None	<u>-</u>	-
Net balances as at 31/3/25		<u><u>45,988.38</u></u>