

Bank reconciliation - Template

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 the Accounting Statements of the Authority. It must also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the reconciliation remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: Stoke Climsland Parish Council

County area (local councils and parish meetings only): Cornwall

Financial year ending 31 March 20XX

Prepared by (Name and Role): Derris Watson RFO/Clerk

Date: 03/04/2023

		£	£
Balance per bank statements as at 31/3/23			
account 1	Unity Current	18,926.3	
account 2	Unity Instant Access	11,429.5	
account 3			
account 4			
[add more accounts if necessary]			
account 5			
account 6			
account 7			
account 8			
		30,355.8	30,355.8
Petty cash float (if applicable)			
			-
Less: any unpresented cheques as at 31/3/XX (enter these as negative numbers)			
item 1			
item 2			
item 3			
item 4			
[add more lines if necessary]			
item 5			
item 6			
item 7			
item 8			
		0.00	
Add: any un-banked cash as at 31/3/XX			
		-	
		-	
Net balances as at 31/3/XX		30,355.8	