

## 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 AG agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted that un-presented 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 Clerk/RFO**

Date: **#####**

		£	£
<b>Balance per bank statements as at 31/3/25:</b>			
	account 1	1,224.4	
	account 2	55,163.0	
	account 3		
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			56,387.4
Petty cash float (if applicable)			.
<b>Less: any un-presented cheques as at 31/3/XX (enter these as negative numbers)</b>			
	item 1		
	item 2		
	item 3		
	item 4		
[add more lines if necessary]	item 5		
	item 6		
	item 7		
	item 8		
Add: any un-banked cash as at 31/3/XX			
<b>Net balances as at 31/3/25</b>			<b><u>56,387.4</u></b>