

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 Local 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: Lower Winterborne Parish Council

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

Financial year ending 31 March 20XX

Prepared by (Name and Role): Alison Clothier - RFO and Parish Clerk

Date: 31/05/2023

	£	£
Balance per bank statements as at 31/3/23:		
account 1	1,463.7	
account 2	79,153.6	
account 3		
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		
		80,617.3
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/23 (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		
		-
Add: any un-banked cash as at 31/3/23		
		-
Net balances as at 31/3/XX		80,617.3