

## 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 Council. 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

Date:

16/04/2025

|  |           | £        | £               |
|--|-----------|----------|-----------------|
| <b>Balance per bank statements as at 31/3/25:</b>                              |           |          |                 |
|  | Current   | 6,205.7  |                 |
|  | Savings   | 74,178.4 |                 |
|  | account 3 |          |                 |
|  | account 4 |          |                 |
| [add more accounts if necessary]   | account 5 |          |                 |
|  | account 6 |          |                 |
|  | account 7 |          |                 |
|  | account 8 |          |                 |
|  |           |          | 80,384.1        |
| Petty cash float (if applicable)   |           |          |                 |
|  |           |          | -               |
| Less: any unpresented cheques as at 31/3/25X (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/XX  |           |          |                 |
|  |           |          |                 |
|  |           |          |                 |
|  |           |          |                 |
| <b>Net balances as at 31/3/XX</b>  |           |          | <b>80,384.1</b> |