

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 AGAR - and Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: **Dummer Parish Council**

County area (local councils and parish meetings only): **Hampshire**

Financial year ending 31 March 20XX

Prepared by (Name and Role): **Wendy Reynolds Clerk/RFO**

Date: **4/22/2024**

	£	£
Balance per bank statements as at 31/3/:		
account 1	1,471.9	
account 2	15,853.8	
account 3	11,202.8	
account 4	182,609.9	
[add more accounts if necessary]		
account 5		
account 6		
account 7		
account 8		
		211,138.4
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/24 (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 31/3/24		
Net balances as at 31/3/24		<u>211,138.4</u>