

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, remember un-presented cheques should be entered as negative figures.

Name of smaller authority:

Ellisfield Parish Council

County area (local councils and parish meetings only):

Hampshire

Financial year ending 31 March 20XX

Prepared by (Name and Role):

Hannah Ford Clerk/RFO

Date:

13/04/2023

		£	£
Balance per bank statements as at 31/3/23			
	account 1	7,066.8	
	account 2	1,314.7	
	account 3	10,525.0	
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			18,906.5
Petty cash float (if applicable)			-
Less: any un-presented 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 31/3/23			18,906.5