

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 A agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlights remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: LADOCK PARISH COUNCIL

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

Financial year ending 31 March 20XX 2023

Prepared by (Name and Role): Kathryn Lutey. Parish Clerk and RFO

Date: 06/04/2023 06/04/2023

		£	£
Balance per bank statements as at 31 31/03/2023			
Community Benefit Account	account 1	24,771.5	
	account 2	39,114.4	
	account 3		
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			63,885.9
Petty cash float (if applicable)	n/a		-
Less: any unpresented cheques as at 31/3/XX (enter these as negative numbers)			
	item 1	1221	(420.00)
	item 2	1226	(50.00)
	item 3		
	item 4		
[add more lines if necessary]	item 5		
	item 6		
	item 7		
	item 8		
			(470.00)
Add: any un-banked cash as at 31/3/XX	23		
Net balances as at 31/3/23			<u>63,415.9</u>