

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 Authority. It must also 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:

SPETISBURY PARISH COUNCIL

County area (local councils and parish meetings only):

Financial year ending 31 March 2024

Prepared by (Name and Role):

Stephen Pardey, Responsible Financial Officer

Date:

01/04/2024

	£	£
Balance per bank statements as at 31/3/24:		
Current a/c	4,327.4	
Investment a/c	14,687.5	
		19,014.9
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/24 (enter these as negative numbers)		
HMRC	(105.80)	
		(105.80)
Add: any un-banked cash as at 31/3/XX		
		-
Net balances as at 31/3/24		<u>18,909.1</u>