

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 AGA. It must agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted areas that unpresented cheques should be entered as negative figures.

Name of smaller authority: **St Dennis Parish Council**

County area (local councils and parish meetings only):

Financial year ending 31 March 20XX

Prepared by (Name and Role): **Lynn Clarke Clerk / RFO**

Date: **17/04/2024**

	£	£
Balance per bank statements as at 31/3/24:		
Barclays Community Account	150,962.5	
Barclays Saver Account	122,761.3	
Barclays Saver - Education	54,732.5	
Barclays Current - Education	27,399.3	
[add more accounts if necessary]		
Unity Trust Saver	70,875.5	
Unity Trust Current	9,950.5	
account 7		
account 8		
		436,681.7
Petty cash float (if applicable)	74.0	74.0
Less: any unpresented cheques as at 31/3/XX (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		
Invoice 83	30.0	
		30.0
Net balances as at 31/3/24		<u><u>436,785.7</u></u>