

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 Council. It also agrees to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the reconciliation remembering that unpresented cheques should be entered as negative figures.

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

County area (local councils and parish meetings only):

Financial year ending 31 March 20XX

Prepared by (Name and Role): **Diana O'Grady, Clerk and RFO**

Date: **25/04/2026**

		£	£
Balance per bank statements as at 31/3/26:			
	account 1	14,246.2	
	account 2	0.7	
	account 3		
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			14,246.8
Petty cash float (if applicable)			
			-
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/XX			
			-
Net balances as at 31/3/2026			<u><u>14,246.2</u></u>