

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! agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted that un-presented cheques should be entered as negative figures.

Name of smaller authority:

County area (local councils and parish meetings only):

Financial year ending 31 March 20XX

Prepared by (Name and Role): Amy White, Clerk and RFO

Date: 31/03/2026

	£	£
Balance per bank statements as at 31/3/26:		
Unity Current	10 117 4	
Unity Savings	46 526 3	
account 3		
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		56 643 8
 Petty cash float (if applicable)		-
 Less: any un-presented 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 31/3/26		56 643 8