

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 AGAR - and will also agree to Box 9 if the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unrepresented items should be entered as negative figures.

Name of smaller authority:

Puncknowle and Swyre Parish Council

County area (local councils and parish meetings only):

Dorset

Financial year ending 31 March 2025

Prepared by (Name and Role):

Date:

31/03/2025

	£	£
Balance per bank statements as at 31/3/XX:		
account 1 TSB Account ..182	9,858.5	
account 2 TSB Account ...375	11,599.4	
		21,457.9
Petty cash float (if applicable)		-
Less: any unrepresented cheques as at 31/3/XX (enter these as negative numbers)		
2		
		-
Add: any un-banked cash as at 31/3/XX		
		-
Net balances as at 31/3/25		21,457.9