

## 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 Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remember un-presented cheques should be entered as negative figures.

Name of smaller authority: Millbrook Parish Council

County area (local councils and parish meetings only): Cornwall

**Financial year ending 31 March 20XX**

Prepared by (Name and Role): Karenza Heald, Parish Clerk / Responsible Finance Officer

Date: 23/04/2024

	£	£
<b>Balance per bank statements as at 31/3/24</b>		
Unity Trust - Main account	25,577.88	
Unity Trust - Savings account (Skatepark)	20,988.21	
Nationwide Building Society	52,503.73	
CCLA Public Sector Funds	50,000.00	
[add more accounts if necessary]		
account 5		
account 6		
account 7		
account 8		
		149,069.82
Petty cash float (if applicable)		109.25
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		
		-
<b>Net balances as at 31/3/24</b>		<b>149,179.07</b>