

## 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 AG/ 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 2026**

Prepared by (Name and Role): Karenza Heald, Parish Clerk / RFO

Date: 07/05/2026

	£	£
<b>Balance per bank statements as at 31/3/26:</b>		
Unity Trust current account	4,375.24	
Unity Trust Interest account 1	1,048.73	
Unity Trust Interest account 2	46,981.11	
Nationwide Building Society	56,634.86	
[add more accounts if necessary] CCLA / Public Sector Deposit funds	50,000.00	
account 6		
account 7		
account 8		
		159,039.94
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 31/3/26		
Petty cash	42.44	
		42.44
<b>Net balances as at 31/3/26</b>		<b>159,082.38</b>