

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 un-presented cheques should be entered as negative figures.

Name of smaller authority: Wellow Parish Council

County area (local councils and parish meetings only): Bath and North East Somerset

Financial year ending 31 March 2023

Prepared by (Name and Role): Olga Shepherd

Date: 18/04/2023

	£	£
Balance per bank statements as at 31/3/XX:		
account 1	4382.44	
account 2	1954.20	
account 3	226.07	
account 4	8,606.04	
[add more accounts if necessary]		
		15,168.8
Petty cash float (None)		-
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 31/3/23		15,168.8