

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 must also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the reconciliation remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority:

Cheriton Parish Council

County area (local councils and parish meetings only):

Hampshire

Financial year ending 31 March 2023

Prepared by (Name and Role):

Clare Cholerton RFO

Date:

31/03/2024

		£	£
Balance per bank statements as at 31/3/24:			
	General Account	65,912.81	
	Play Area Deposit Account	30,304.11	
	account 3		
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			96,216.92
Petty cash float (if applicable)			0.00
Less: any unpresented cheques as at 31/3/24 (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		
			0.00
Add: any un-banked cash as at 31/3/24			
			0.00
Net balances as at 31/3/24			96,216.92