

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

Name of smaller authority: Rangeworthy Parish Council

County area (local councils and parish meetings only): South Gloucestershire

Financial year ending 31 March 2025

Prepared by (Name and Role): Tony Jay - Locum Parish Clerk and RFO

Date: 24/05/2025

	£	£
Balance per bank statements as at 31/3/25		
Business Reserve	71,154.56	
Current Account	100.00	
		71,254.56
Petty cash float (if applicable)		-
Less: any unpresented 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 31/3/25		<u><u>71,254.56</u></u>