

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 Income and Expenditure. 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: **Burrington Parish Council**

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

Financial year ending 31 March 20XX

Prepared by (Name and Role): **Teresa Martin - Clerk**

Date: **31/03/2026**

		£	£
Balance per bank statements as at 31/03/2026			
	account 1 Business	4,374.2	
	account 2 Liquidity	8,923.7	
	account 3 Current	2,995.6	
[add more accounts if necessary]	account 4		
	account 5		
	account 6		
	account 7		
	account 8		
			16,293.4
Petty cash float (if applicable)			
		N/A	-
Less: any unpresented cheques as at 31/3/XX (enter these as negative numbers)			
	item 1	0.00	
	item 2		
	item 3		
[add more lines if necessary]	item 4		
	item 5		
	item 6		
	item 7		
	item 8		
			-
Add: any un-banked cash as at 31/3/XX			
		-	
			-
Net balances as at 31/3/26			16,293.4