Bank reconciliation - Template

This reconciliation should include **all** bank and building society accounts, including short term investment accou
It **must** agree to Box 8 in the column headed "Year ending 31 March 20XX" in the Accounting Statements of the
agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highligh
remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: Publow with Pensford Parish Council

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

Financial year ending 31 March 2025

Prepared by (Name and Role): Helen Richardson (Clerk & RFO)

Date: 12/05/2025

			£	£
Balance per bank statements as at 31/3/25:				
	Natwest Current	CLOSED	-	
	Business Reserve xxx742		26,668.5	
	Business Reserve xxx709		3,149.4	
	Business Reserve xxx734	CLOSED	-	
[add more accounts if necessary]	UNITY Current		20,721.3	
	UNITY Savings		-	
				50,539.2
Petty cash float (if applicable)				-
Less: any unpresented cheques as at 31/3/25 **(enter these as negative numbers)**				
	Chq 1802		(70.00)	
	Chq 1808		(85.00)	
	Chq 0812		(85.00)	
	Chq 1814		(459.01)	
[add more lines if necessary]	ep1816		(618.80)	
	ep1817		(220.00)	
				(1,537.81)
Add: any un-banked cash as at 31/3/25				
				-
Net balances as at 31/3/25				**49,001.4**