

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 AGAR to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, and un-presented cheques should be entered as negative figures.

Name of smaller authority: Houghton Parish Council

County area (local councils and parish meetings only): Hampshire

Financial year ending 31 March 2024

Prepared by (Name and Role): Clare Cotterell (Parish Clerk/RFO)

Date: 31.03.2024

	£	£
Balance per bank statements as at 31/3/24:		
Current Account	13,768.7	
Instant Access Savings Account 1	47,838.4	
Instant Access Savings Account 2	-	
[add more accounts if necessary]		
		61,607.1
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/24		
[add more lines if necessary]	0.00	
		-
Add: any un-banked cash as at 31/3/24		
[add more lines if necessary]	-	
		-
Net balances as at 31/3/24		61,607.1