

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 AG agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighter remembering that unpresented 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 2025

Prepared by (Name and Role): Mrs CL Cotterell Clerk/RFO

Date: 01/04/2025

	£	£
Balance per bank statements as at 31/3/25:		
Current account	5,156.17	
Interest account	13,525.14	
Interest account (EMR-CIL)	45,722.73	
[add more accounts if necessary]		
		64,404
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/XX (enter these as negative numbers)		
item 1	0.00	
[add more lines if necessary]		
		-
Add: any un-banked cash as at 31/3/XX		
	-	
		-
Net balances as at 31/3/25		64,404