

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 Council. 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: **Doynton Parish Council**

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

Financial year ending 31 March 2024

Prepared by **Elaine Weightman Responsible Finance Officer**

Date: **23-Apr-24**

		£	£
Balance per bank statements as at 31/3/24			
	HSBC C/A	5,025.2	
	HSBC S106	8,227.4	
		<hr/>	
			13,252.6
Petty cash float (if applicable)		13,252.6	-
Less: any unpresented cheques as at 31/3/24 (enter these as negative numbers)			
	0		
[add more lines if necessary]			
		<hr/>	
			-
Add: any un-banked cash as at 31/3/24			
	0		
		<hr/>	
			-
Net balances as at 31/3/24			<u><u>13,252.6</u></u>