

## 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:

Stourton Caundle Parish council

County area (local councils and parish meetings only):

Dorset

Financial Year ending 31/03/2025

Prepared by (Name and Role):

Susan Harris Parish Clerk and RFO

Date:

13.04.25

Balance per bank statements as at

13.04.25

Lloyds Deposit  
Lloyds Current  
account 3  
account 4  
[add more accounts if necessary]  
account 5  
account 6  
account 7  
account 8

£

£

12,766.5  
833.4

Petty cash float (if applicable)

Less: any unpresented cheques as at

31.03.2025

item 1  
item 2  
item 3  
item 4  
[add more lines if necessary]  
item 5  
item 6  
item 7  
item 8

0.00

Net balances as at 31/3/XX

13,599.9