

Bank reconciliation - Template

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

Name of smaller authority: Yarmouth Town Council

County area (local councils and parish meetings only): Isle of Wight

Financial year ending 31 March 20XX

Prepared by (Name and Role): B Jacobs, Clerk & RFO

Date: 14/04/2025

	£	£
Balance per bank statements as at 31/3/25:		
Main a/c	11,544.5	
Reserves	65,580.8	
Projects	6,620.0	
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		83,745.3
 Petty cash float (if applicable)		-
 Less: any unpresented cheques as at 31/3/XX (enter these as negative numbers)		
item 1		
item 2		
item 3		
item 4		
[add more lines if necessary] item 5		
item 6		
item 7		
item 8		-
 Add: any un-banked cash as at 31/3/XX		-
 Net balances as at 31/3/XX		83,745.3