

## 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 Authority. It must also 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: **West Tytherley, Frenchmoor and Buckholt PC**

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

**Financial year ending 31 March 2023**

Prepared by (Name and Role): **Tom Brindley, Locum clerk**

Date: **07/06/2024**

		£	£
<b>Balance per bank statements as at 31/3/23</b>			
	TSB Current	38,678.0	
	TSB Deposit	1,243.0	
	TSB Millemium	7,552.0	
[add more accounts if necessary]	account 4		
	account 5		
	account 6		
	account 7		
	account 8		
			47,473.0
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			
			-
<b>Net balances as at 31/3/23</b>			<b><u>47,473.0</u></b>