

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 AGAR - and will where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that cheques should be entered as negative figures.

Name of smaller authority:

County area (local councils and parish meetings only):

Financial year ending 31 March 20XX

Prepared by (Name and Role):

Date:

	£	£
Balance per bank statements as at 31/3/26		
Community Account	5,367.8	
Business Premium Account	4,575.4	
Business Premium Account	0.1	
Charity Bank Savings (442)	108,694.6	
[add more accounts if necessary] Charity Bank Savings (450)	21,200.4	
		139,838.2
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/XX (enter these as negative numbers)	0.00	
		-
Add: any un-banked cash as at 31/3/XX	-	
		-
Net balances as at 31/3/26		139,838.2