

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 2023" in the Accounting Statements of Income and Expenditure. 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:

HINTON CHARTERHOUSE PARISH COUNCIL

County area (local councils and parish meetings only):

BATH & NORTH EAST SOMERSET

Financial year ending 31 March 2023

Prepared by (Name and Role):

MR G T PARKES - CLERK & RFO to HCPC

Date:

11/04/2023

		£	£
Balance per bank statements as at 31/3/23:			
Co-Op Bank Community Account	account 1	4,922.0	
[add more accounts if necessary]			
			4,922.0
Petty cash float (if applicable)			27.0
Less: any unpresented cheques as at 31/3/23 (enter these as negative numbers)			
	None	0.00	
[add more lines if necessary]			
Add: any un-banked cash as at 31/3/23			
Net balances as at 31/3/23			4,949.0