

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 the A agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlight remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: Week St Mary Parish Council

County area (local councils and parish meetings only): Cornwall

Financial year ending 31 March 2023

Prepared by (Name and Role): Suzanne Cleave, Clerk & RFO

Date: 12/06/2023

| | £ | £ |
|---|----------|-----------------|
| Balance per bank statements as at 31/3/23 | | |
| Current account | 3,398.4 | |
| Reserve account | 26,956.4 | |
| account 3 | | |
| account 4 | | |
| [add more accounts if necessary] account 5 | | |
| account 6 | | |
| account 7 | | |
| account 8 | | 30,354.8 |
| Petty cash float (if applicable) | | - |
| Less: any unpresented cheques as at 31/3/23 (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 31/3/23 | | - |
| Net balances as at 31/3/2023 | | 30,354.8 |