

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 . . . agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highligh remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority: St Martin By Looe Parish Council

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

Financial year ending 31 March 2026

Prepared by (Name and Role): Charles Hyde Parish Clerk and RFO

Date: 08/04/2026

| | £ | £ |
|--|----------|-----------------|
| Balance per bank statements as at 31/3/XX: | | |
| account 1 | 13,129.0 | |
| account 2 | 13,205.6 | |
| account 3 | | |
| account 4 | | |
| [add more accounts if necessary] account 5 | | |
| account 6 | | |
| account 7 | | |
| account 8 | | 26,334.6 |
| Petty cash float (if applicable) | | - |
| Less: any un-presented 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 31/3/26 | | 26,334.6 |