

Bank reconciliation template

The model can be applied for reconciliations carried out at any time of the year. Please complete all green cells.

BANK RECONCILIATION		FINANCIAL YEAR ENDING 31 MARCH 2021	
Authority name and reference		Rocester Parish Council	
Prepared by: Name	Catherine Thompson	Date:	
Role (Clerk/RFO etc)	Clerk & RFO		
Balance per bank statements as at 31 March 2022	£	TOTAL £	
List balances on all bank accounts plus petty cash floats at 31 March 2022			
Current Account	0	0	
Reserve	17,458.47	17458.47	
Leek 1	3,257.75	20.716.22	
Leek 2	15, 475.64	36191.86	
Less: any un-presented cheques at 31 March 2022: (normally only current account. List date, cheque number & value. Use separate list if needed)			
2021 -	41.40	41.40	
4061	240.00	281.40	
4062	165.00	446.40	
4063	371.52	817,92	
Add any unbanked cash at 31 March 2021: (List date & amount received)			
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2022			35,373.93

<i>The net balances reconcile to the Cash Book for the year, as follows:</i>	
CASH BOOK (receipts and payments/income & expenditure schedules)	£
Opening Balance:	37, 513.92
Add: Receipts in the year:	23,938.27
Less: Payments in the year:	26,078.25
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2021	35,373.93
Must equal total net bank balances above and Section 2, Box 8	

