

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

Name of smaller authority: Houghton Parish Council

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

**Financial year ending 31 March 20XX**

Prepared by (Name and Role): Clare Cotterell RFO

Date: 02/04/2026

	£	£
<b>Balance per bank statements as at 31/3/26:</b>		
Current	9,091.2	
Instant Access 1	13,827.8	
Instant Access 2 EMR	46,745.8	
[add more accounts if necessary]		
		69,664.7
Petty cash float (if applicable)	N/A	-
Less: any unpresented cheques as at 31/3/26 (enter these as negative numbers)		
item 1	0.00	
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 31/3/26	-	
<b>Net balances as at 31/3/26</b>		69,664.7