

## Bank reconciliation

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 Authority. It must also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlights, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: **Bramley Parish Council**

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

Financial year ending 31 March 20XX

Prepared by (Name and Role): **Maxta Thomas, Proper Officer & Responsible Financial Officer**

Date: **08/04/2024**

|                                                                                        | £          | £                 |
|----------------------------------------------------------------------------------------|------------|-------------------|
| <b>Balance per bank statements as at 31/3/2024:</b>                                    |            |                   |
| Unity Trust Bank                                                                       | 140,572.65 |                   |
| NS & I                                                                                 | 17,256.93  |                   |
| account 3                                                                              |            |                   |
| account 4                                                                              |            |                   |
| [add more accounts if necessary] account 5                                             |            |                   |
| account 6                                                                              |            |                   |
| account 7                                                                              |            |                   |
| account 8                                                                              |            |                   |
|                                                                                        |            | 157,829.58        |
| Petty cash float (if applicable)                                                       |            | 0.00              |
| <b>Less: any unpresented cheques as at 31/3/2024 (enter these as negative numbers)</b> |            |                   |
| item 1                                                                                 | 0.00       |                   |
| item 2                                                                                 |            |                   |
| item 3                                                                                 |            |                   |
| item 4                                                                                 |            |                   |
| [add more lines if necessary] item 5                                                   |            |                   |
| item 6                                                                                 |            |                   |
| item 7                                                                                 |            |                   |
| item 8                                                                                 |            |                   |
|                                                                                        |            | 0.00              |
| Add: any un-banked cash as at 31/3/2024                                                | 0.00       |                   |
|                                                                                        |            | 0.00              |
| <b>Net balances as at 31/3/2024</b>                                                    |            | <b>157,829.58</b> |