

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

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

County area (local councils and parish meetings only):

Financial year ending 31 March 2023

Prepared by (Name and Role): **Lesley Watkinson, Clerk**

Date: **10/5/24**

		£	£
Balance per bank statements as at 31/3/24:			
	account 1	13,070.0	
	account 2		
	account 3		
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			13,070.0

Petty cash float (if applicable) -

Less: any un-presented cheques as at 31/3/XX (enter these as negative numbers)			
	290	(36.00)	
	291	(100.00)	
	292	(84.00)	
	293	(20.00)	
[add more lines if necessary]	item 5		
	item 6		
	item 7		
	item 8		
			(240.00)

Add: any un-banked cash as at 31/3/XX

Net balances as at 31/3/2024 **12,830.0**

What is the figure in Box 8 in the Accounting Statement? **12,830.0**

Does the bank reconciliation above agree to Box 8? Yes

All other payments

2022/23 2431 2023/24 1,713.00

Difference -718
 % Change -30% yes explain

Use the table below to breakdown your explanation

(consider any fixed assets that have been purchased and reflect in explanation in box 9 fixed assets)

2021/22	£	2022/23	£	Difference	Explanation (Ensure each explanation is quantified)
528		0		-528	no maintenance. maintenance planned 2024/25
8		0		-8	Less vatable expenditure
20		0		-20	no office expenditure incurred
814				-814	no jubilee costs incurred
112		157		45	£50 refund of VPA subs in 22/23
0		0		0	Defibrillator purchased in 21/22
258		258		0	insurance
139		149		10	Annual Parish meeting additional refreshments purchased
350		350		0	Donation to church for meeting
21		0		-21	Chair allowance - less expense incurred
0		500		500	A donation made to Claverton pumping station
21		30		9	Increased cost
160		119		-41	21/22 backdated hosting fees
0		150		150	Donation made for village coronation celebrations
				0	
Total	2431	1713		-718	

Enter more lines as appropriate