

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 unpresented cheques should be entered as negative figures.

Name of smaller authority:	Claverton Parish Council				
County area (local councils and parish meetings only):	B&NES				
Financial year ending 31 March 2025					
Prepared by (Name and Role):	Lesley Watkinson, Parish Clerk				
Date:	27/05/2025				
				£	£
Balance per bank statements as at 31/3/25:					
	account 1			14,461.0	
	account 2				
	account 3				
	account 4				
[add more accounts if necessary]	account 5				
	account 6				
	account 7				
	account 8				
					14,461.0
Petty cash float (if applicable)					-
Less: any unpresented cheques as at 31/3/25 (enter these as negative numbers)					
	301			(20.00)	
	302			(50.00)	
	303			(25.00)	
	300			(100.00)	
[add more lines if necessary]	item 5				
	item 6				
	item 7				
	item 8				
					(195.00)
Add: any un-banked cash as at 31/3/XX					
					-
Net balances as at 31/3/25					14,266.0
What is the figure in Box 8 in the Accounting Statement?					14,266.0
Does the bank reconciliation above agree to Box 8?					Yes

Accounting statements 2024-25

By completing this box, the figures will pull through to the relevant tabs of the workbook to assist you in reporting on the significant variances

	Year ending		Variance £	Variance %	
	31-Mar-24	31-Mar-25			
1. Balances brought forward	12,043.00	12,830.00			
2. (+) Precept or Rates and Levies	2,500.00	2,500.00	-	0%	No
3. (+) Total other receipts	-	-	-	0%	No
4. (-) Staff costs	-	-	-	0%	No
5. (-) Loan interest/capital repayments	-	-	-	0%	No
6. (-) All other payments	1,713.00	1,064.00	- 649.00	-38%	No
7. (=) Balances carried forward	12,830.00	14,266.00			
	Bal c/f checker	Bal c/f checker			
8. Total value of cash and short term investments	12,830.00	14,266.00			
9. Total fixed assets plus long term investments and assets	-	-	-	0%	No
10. Total borrowings	-	-	-	0%	No

	Notes and guidance	Explanation required
	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.	
	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year	
No	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	No explanation required
No	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	No explanation required
No	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	No explanation required
No	Total expenditure of payments of capital and interest made during the year on the authority's borrowings (if any).	No explanation required
Yes	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	Please explain within the relevant tab
	Total balances and reserves at the end of the year. Must equal $(1+2+3) - (4+5+6)$.	Please explain in the Reserves tab
	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - to agree with bank reconciliation.	
No	The value of all the property the authority owns - it is made up of all its fixed assets and long term investments as at 31 March.	No explanation required
No	The outstanding capital balances as at 31 March of all loans from third parties (including PWLB).	No explanation required

No explanation required

Ensure each explanation is quantified)

All other payments			
2023/24	1713	2024/25	1,064.00
		Difference	-649
		% Change	-38% yes explain
Use the table below to breakdown your explanation			
<i>(consider any fixed assets that have been purchased and reflect in explanation in box 9 fixed assets)</i>			
		Difference	Explanation (Ensure each explanation is quantified)
157	206	49	Fees and Subs New ICO fee and increase in Sub fees
258	196	-62	Insurance - lower premium (same cover)
149	187	38	Annual Parish meeting additional refreshments purchased
350	350	0	Donation to church for meeting venue
500	0	-500	No charitable donation this year
30	25	-5	Small reduction in cost (newsletter)
119	100	-19	Website -lower fee
150	0	-150	23/24 Coronation party expenses, none 24/25
0	0	0	
0	0	0	
0	0	0	
0	0	0	
0	0	0	
0	0	0	
0	0	0	
Total	1713	1064	-649
<i>Enter more lines as appropriate</i>			

<u>Reserves</u>					
Box 7	14,266.00	Precept	2,500.00		
Do reserves exceed 2 x Precept? Yes - Please explain below					
			£	£	£
Earmarked reserves:					
	replacement of defib		3000		
	Bus stop live info		5000		
	link road rep		1000		
	Meet NP aspirations		1000		
	Reserve 5				
	Reserve 6				
	Reserve 7				
				10000	
General reserve			4266		
				4266	
Total reserves (must agree to Box 7)					14266

Total borrowings														
2021/22		-	2022/23	-										
			Difference	-										
				0%	No explanation required									
Use the table below to breakdown your explanation														
2021/22	£	2022/23	£	Difference	Explanation (Ensure each explanation is quantified)									
				0										
				0										
				0										
				0										
				0										
				0										
				0										
				0										
				0										
				0										
				0										
				0										
Total	0	0	0	0										
<i>Enter more lines as appropriate</i>														