

Bank Reconciliation Template

Schedule B

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

Authority name and reference		Beckford Parish Council	
Prepared by	Name	D Roscoe	Date
Role (Clerk/RFO etc)		Clerk and RFO	
BANK RECONCILIATION YEAR ENDED		31/03/2025	
			£
Balance per bank statement year end	Current A/C		34886.64
	Santander A/C		8.80
	NS&I		13299.79
	Total		48195.23
Outstanding items Less unpresented cheques (to agree with attached list) Plus uncleared payments into bank (to agree with attached list)	Current A/C		0.00
	Santander A/C		0.00
	NS&I		0.00
	Current A/C		0.00
	Santander A/C		0.00
	NS&I		0.00
Petty cash			
Plus any petty cash balance held at year end	0.00		0.00
Balance per cash book (council's own records) at year end	Current A/C		34886.64
	Santander A/C		8.80
	NS&I		13299.79
	Total		48195.23

The net balances reconcile to the Cash Book for the year as follows:		
CASH BOOK (receipts and payments/income & expenditure schedules)		£
Opening Balance		49339.67
Add Receipts in the year		23217.25
Less Payments in the year		24361.69
CLOSING BALANCE PER CASH BOOK @ 31/03/2025		48195.23