

## Bank reconciliation

This reconciliation must include **all** bank and building society accounts and other short-term investments\*. It **must** agree to Box 8 in the column headed “Year ending 31 March 2025” in Section 2 of the Annual Return. It will also agree to Box 7 where the accounts are prepared on a receipts and payments (cash) basis, but not when an income and expenditure basis is used.

Parish Council Name \_\_\_Brook Parish Council\_\_\_

Financial year ending 31 March 2025

Prepared by\_T Block, Clerk and RFO\_ (Name and Position)

Date\_15<sup>th</sup> April 2025\_

Balance per bank statements as at 31 March 2025:	£	£
Current account		9917.59
Petty cash float (if applicable)		
Less: any unpresented cheques at 31 March 2025 (normally only current account)		
Cheque number		
Add: any un-banked cash at 31 March 2025		
Net balances as at 31 March 2025		9917.59
<b><i>The net balances reconcile to the Cash Book (a receipts and payments account, which should be maintained even if your authority uses income and expenditure accounting) for the year, as follows:</i></b>		
CASH BOOK		
Opening Balance 1 April 2024		8562.69
Add: Receipts in the year		13662.60
Less: Payments in the year		12307.70
Closing balance per cash book [receipts and payments book] as at 31 March 2025 <b>(must equal net balances above)</b>		9917.59