

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: Otham Parish Council

Financial year ending 31 March 2025

Prepared by: Mrs Teresa Irving – Parish Clerk/RFO Date:30/05.2025

Balance per bank statements as at 31 March 2025:	£	£
e.g. Current account	12399.60	
High interest accounts	117,000.00	
	85,360.82	
	202,707.33	
Building society premium a/c		
Payment not processed	11,186.57	
Petty cash float (if applicable)		
Less: any unpresented cheques at 31 March 2025 (normally only current account)		
Add: any un-banked cash at 31 March 2025		
e.g. Allotment rents banked 31 March 2025 (but not credited until 1 April 2025)		
Net balances as at 31 March 2025	428,654.32	428,654.32
<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>		
CASH BOOK		
Opening Balance 1 April 2024	338,122.24	
Add: Receipts in the year	160,716.94	
Less: Payments in the year	70,184.86	
Closing balance per cash book [receipts and payments book] as at 31 March 2025 (must equal net balances above)	428,654.32	428,654.32