

Bank reconciliation

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It should be 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: Otterhampton Parish Council

County area (local councils and parish meetings only): Somerset

Financial year ending 31 March 2025

Prepared by (Name and Role): Gina Mear

Date: 28/04/25

	£	£
Balance per bank statements as at 31/3/25:		
Treasurers	2563.59	
Deposit	30009.21	
Reserves	21376.01	
		53948.81
Petty cash float (if applicable)		0.00
Less: any un-presented cheques as at 31/3/25		
1130	-30.00	
1203	-40.00	
		-70.00
Add: any un-banked cash as at 31/3/25		
		0.00
Net balances as at 31/3/25 (Box 8)		<u><u>53878.81</u></u>