

## 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 MILLBROOK PARISH MEETING

Financial year ending 31 March 2025

Prepared by Julie Todd Clerk/RFO

Date 4 April 2025

| Balance per bank statements as at 31 March 2025:  | £         | £ |
|---|-----------|---|
| e.g. Current account  | 12885.60  |   |
| High interest account   | 2765.46   |   |
| Building society premium a/c  |           |   |
|   |           |   |
| Petty cash float (if applicable)  |           |   |
| Less: any un-presented cheques at 31 March 2025 (normally only current account)   |           |   |
| Cheque number      900 (£70) 913 (£40) 950 (£20)  | 130       |   |
|   |           |   |
| 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  | 15521.06  |   |
|   |           |   |
| <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  | 15,611.38 |   |
| Add: Receipts in the year   | 7,240.44  |   |
| Less: Payments in the year  | 7,330.76  |   |
| Closing balance per cash book [receipts and payments book] as at 31 March 2025 ( <b>must equal net balances above</b> ).  | 15,521.06 |   |