

PKF LITTLEJOHN Schedules for submission to external auditor

Bank reconciliation template

Schedule B

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

BANK RECONCILIATION		FINANCIAL YEAR ENDING 31 MARCH 2025	
Authority name and county area	Combroke Parish Council, Warwickshire		
Prepared by: Name	Georgina Lowe	Date:	03/05/25
Role (Clerk/RFO etc)	Clerk / RFO		
Approved by: Name	Brenda Rayson	Date:	06/05/25
Role (RFO/Chair etc)	Chairman		
Balance per bank statements as at 31 March 2025	£	TOTAL £	
List balances on all bank accounts plus petty cash floats at 31 March 2025:			
Treasurers (Current) Account 00229703	3,535.53		
Business Bank Instant Account 07289442	5,298.10	8,833.63	
Less: any un-presented cheques at 31 March 2025: (normally only current account. List date, cheque number & value. Use separate list if needed)			
30 Nov 2024 Cheque No 468	42.00		
10 Mar 2025 Cheque No 473	26.80		
10 Mar 2025 Cheque No 474	60.00	128.80	
Add any unbanked cash at 31 March 2025: (List date & amount received)			
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2025		8,704.83	

The net balances reconcile to the Cash Book for the year, as follows:	
CASH BOOK (receipts and payments/income & expenditure schedules)	£
Opening Balance:	8,581.90
Add: Receipts in the year:	6,188.76
Add: Creditors in the year:	
Less: Payments in the year:	6,065.83
Less: Debtors in the year:	
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2025	8,704.83
Must equal total net bank balances above and Section 2, Box 8	

Please complete all shaded boxes and send this form with your AGAR to:
PKF Littlejohn LLP (REF SBA Team), 1 Westferry Circus, Canary Wharf, London E14 4HD