

# Halstead Parish Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

|          |                                                     |            |                   |
|----------|-----------------------------------------------------|------------|-------------------|
| <b>A</b> | <b>Bank Reconciliation at 31/03/2026</b>            |            |                   |
|          | Cash in Hand 01/04/2025                             |            | 82,886.88         |
|          | <b>ADD</b><br>Receipts 01/04/2025 - 31/03/2026      |            | 116,306.02        |
|          | <b>SUBTRACT</b><br>Payments 01/04/2025 - 31/03/2026 |            | 199,192.90        |
|          |                                                     |            | 86,954.67         |
|          | <b>Cash in Hand 31/03/2026</b><br>(per Cash Book)   |            | <b>112,238.23</b> |
| <b>B</b> | Cash in hand per Bank Statements                    |            |                   |
|          | Petty Cash 31/03/2026                               | 0.00       |                   |
|          | 1. Current Account 31/03/2026                       | 65.44      |                   |
|          | Reserve 2 Earmarked Reserves 5 31/03/2026           | 0.02       |                   |
|          | CIL Reserve 598 31/03/2026                          | 0.00       |                   |
|          | Reserve 1 Emergency reserve 322 31/03/2026          | 0.00       |                   |
|          | Lloyds Bank 31/03/2026                              | 7,077.08   |                   |
|          | Lloyds Savings 31/03/2026                           | 105,095.69 |                   |
|          |                                                     |            | <b>112,238.23</b> |
|          | Less unrepresented payments                         |            |                   |
|          |                                                     |            | 112,238.23        |
|          | Plus unrepresented receipts                         |            |                   |
|          | <b>Adjusted Bank Balance</b>                        |            | <b>112,238.23</b> |
|          | <b>A = B Checks out OK</b>                          |            |                   |