

Yarkhill Parish Council - Bank Reconciliation and Unpresented Cheque Commitments

Prepared by	Michael Greenfield Clerk & RFO
Date prepared	09/05/2026
Month end date	30/04/2026

1. CASHBOOK / LEDGER POSITION AT MONTH END

Opening cashbook balance brought forward	£17,845.39	Enter opening balance at 1 April 2026 or brought forward balance
Add: receipts recorded in month	£4,500.00	Formula adds the Receipts table
Less: payments recorded in month	£5,141.16	Formula adds the Payments table
Cashbook / ledger balance at 30/04/2026	£17,204.23	Formula: opening + receipts - payments

2. ACTUAL BANK STATEMENT RECONCILIATION AT 30/04/2026

Bank statement balance at 30/04/2026	£17,204.23	Enter the actual bank statement balance at 30 April 2026
Less: reconciling items not yet on statement	£0.00	Only use if needed. Do not include unpresented cheque commitments here.
Add: unbanked receipts / lodgements not yet on statement	£0.00	Enter if applicable, otherwise leave blank or zero
Adjusted bank balance for reconciliation	£17,204.23	Formula: statement balance - reconciling items + unbanked receipts
Difference against cashbook / ledger	£0.00	Should be £0.00 when the bank statement and cashbook agree

3. SEPARATE COMMITMENT FROM UNPRESENTED CHEQUES

Total value of unpresented cheques committed	£0.00	Separate commitment total only - this does not feed into the bank reconciliation above
Bank balance after allowing for cheque commitments	£17,204.23	Information only: bank statement balance less unpresented cheque commitments

4. RECEIPTS RECORDED IN MONTH

Date	Details	Receipt Ref	Amount (£)
21.04.2026	Herefordshire Council	First half of Precept	£4,500.00
Total Receipts			£4,500.00

5. PAYMENTS RECORDED IN MONTH

Date	Payee / Details	Cheque/BACS Ref	Amount (£)
10.04.2026	DC Gardening Services	101123	£4,344.00
16.04.2026	Yarkhill Village Hall	101121	£18.00
30.04.2026	hire 02.04.2026 Clerks Salary April 2026	101125	£779.16
Total Payments			£5,141.16

6. UNPRESENTED CHEQUES / PAYMENTS NOT YET CLEARED

Cheque No / Ref	Payee	Date issued	Amount (£)	Notes
Enter details	Existing total from original sheet - replace with actual cheque			Replace this row once cheque numbers/payees are known
Total Unpresented Cheques			£0.00	This feeds the reconciliation and commitment totals

How to use Enter blue cells only. Green cells calculate automatically. The unpresented cheque section is now shown as a separate commitment and is not linked to the actual bank reconciliation.

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