# Claygate Parish Council

Prepared by: _____ Date: _____

*Name and Role (Clerk/RFO etc)*

Approved by: _____ Date: _____

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

| | | | | |
|---|---|---|---|---|
| | **Bank Reconciliation at 31/12/2025** | | | |
| | Cash in Hand 01/04/2025 | | | 173,009.89 |
| | **ADD** | | | |
| | Receipts 01/04/2025 - 31/12/2025 | | | 67,665.36 |
| | | | | 240,675.25 |
| | **SUBTRACT** | | | |
| | Payments 01/04/2025 - 31/12/2025 | | | 66,264.38 |
| **A** | **Cash in Hand 31/12/2025** (per Cash Book) | | | **174,410.87** |
| | Cash in hand per Bank Statements | | | |
| | Petty Cash | 31/12/2025 | 55.43 | |
| | Unity Trust | 31/12/2025 | 78,575.08 | |
| | Cambridge BS | 31/12/2025 | 95,780.36 | |
| | Lloyds Bank Credit Card | 31/12/2025 | 0.00 | |
| | | | | **174,410.87** |
| | Less unpresented payments | | | |
| | | | | 174,410.87 |
| | Plus unpresented receipts | | | |
| **B** | **Adjusted Bank Balance** | | | **174,410.87** |
| | **A = B Checks out OK** | | | |

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| | | | | |
|---|---|---|---|---|
| | **Bank Reconciliation at 31/01/2026** | | | |
| | Cash in Hand 01/04/2025 | | | 173,009.89 |
| | **ADD** | | | |
| | Receipts 01/04/2025 - 31/01/2026 | | | 69,261.81 |
| | | | | 242,271.70 |
| | **SUBTRACT** | | | |
| | Payments 01/04/2025 - 31/01/2026 | | | 73,170.10 |
| **A** | **Cash in Hand 31/01/2026** (per Cash Book) | | | **169,101.60** |
| | Cash in hand per Bank Statements | | | |
| | Petty Cash | 31/01/2026 | 55.43 | |
| | Unity Trust | 31/01/2026 | 73,265.81 | |
| | Cambridge BS | 31/01/2026 | 95,780.36 | |
| | Lloyds Bank Credit Card | 31/01/2026 | 0.00 | |
| | | | | **169,101.60** |
| | Less unpresented payments | | | |
| | | | | 169,101.60 |
| | Plus unpresented receipts | | | |
| **B** | **Adjusted Bank Balance** | | | **169,101.60** |
| | **A = B Checks out OK** | | | |

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Prepared by: _____ Date: _____

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| | | | | |
|---|---|---|---|---|
| | **Bank Reconciliation at 28/02/2026** | | | |
| | Cash in Hand 01/04/2025 | | | 173,009.89 |
| | **ADD** | | | |
| | Receipts 01/04/2025 - 28/02/2026 | | | 69,261.81 |
| | | | | 242,271.70 |
| | **SUBTRACT** | | | |
| | Payments 01/04/2025 - 28/02/2026 | | | 78,005.39 |
| **A** | **Cash in Hand 28/02/2026** (per Cash Book) | | | **164,266.31** |
| | Cash in hand per Bank Statements | | | |
| | Petty Cash | 28/02/2026 | 55.43 | |
| | Unity Trust | 28/02/2026 | 68,430.52 | |
| | Cambridge BS | 28/02/2026 | 95,780.36 | |
| | Lloyds Bank Credit Card | 28/02/2026 | 0.00 | |
| | | | | **164,266.31** |
| | Less unpresented payments | | | |
| | | | | 164,266.31 |
| | Plus unpresented receipts | | | |
| **B** | **Adjusted Bank Balance** | | | **164,266.31** |
| | **A = B Checks out OK** | | | |

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# Claygate Parish Council

Prepared by: _____ Date: _____

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| | | | | |
|---|---|---|---|---|
| | **Bank Reconciliation at 31/03/2026** | | | |
| | Cash in Hand 01/04/2025 | | | 173,009.89 |
| | **ADD** | | | |
| | Receipts 01/04/2025 - 31/03/2026 | | | 69,261.81 |
| | | | | 242,271.70 |
| | **SUBTRACT** | | | |
| | Payments 01/04/2025 - 31/03/2026 | | | 102,310.45 |
| **A** | **Cash in Hand 31/03/2026** (per Cash Book) | | | **139,961.25** |
| | Cash in hand per Bank Statements | | | |
| | Petty Cash | 31/03/2026 | 55.43 | |
| | Unity Trust | 31/03/2026 | 44,125.46 | |
| | Cambridge BS | 31/03/2026 | 95,780.36 | |
| | Lloyds Bank Credit Card | 31/03/2026 | 0.00 | |
| | | | | **139,961.25** |
| | Less unpresented payments | | | |
| | | | | 139,961.25 |
| | Plus unpresented receipts | | | |
| **B** | **Adjusted Bank Balance** | | | **139,961.25** |
| | **A = B Checks out OK** | | | |

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