

Bank reconciliation – pro forma

SOUTHFLEET PARISH COUNCIL

Financial year ending 31 March 2021

Prepared by Mrs J Hardinges, Clerk

Date 04.05.2021

Balance per bank statements as at 31 March 2020:	£22,083
Current account	£3,611.74
Reserve Account	£19,954.79
Total Accounts	<hr/> £23,566.53

Petty cash float (if applicable)

Less: any un-presented cheques at 31 March 2021

Cheque number 25	684
Cheque Number 26	1290
Total	1974

Add: any un-banked cash at 31 March 2021

£21,593

Net balances as at 31 March 2021

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The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:

Opening Balance 1 April 2020	£22,083
Add: Receipts in the year	£12,669
Less: Payments in the year	£13,159
Closing balance per cash book [receipts and payments book] as at 31 March 2021 (must equal net balances above – Box 8)	<hr/> £21,593 <hr/>