

Bank reconciliation – pro forma

Name of smaller authority: Scotter Parish Council

County area (local councils and parish meetings only): West Lindsey District Council

Financial year ending 31 March 2020

Prepared by Rachael Reddin – interim clerk and RFI appointed August 2020

Date 28 /10/ 2020

Balance per bank statements as at 31 March 2020:	£76265.36
Petty cash float (if applicable)	£0
Less: any un-presented cheques at 31 March 2020	£6133.39
Add: any un-banked cash at 31 March 2020	£0
Net balances as at 31 March 2020 (Box 8)	£76265

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

CASH BOOK:

Opening Balance 1 April 2018 (Prior year Box 8)	£73485	
Add: Receipts in the year	£63721	
Less: Payments in the year	£60941	
Closing balance per cash book [receipts and payments book] as		£76265
at 31 March 2019 (must equal net balances above – Box 8)		

(See example for guidance if required)