

Bank reconciliation – pro forma

Name of smaller authority: Ockley Parish Council

County area (local councils and parish meetings only): Surrey

Financial year ending 31 March 2020

Prepared by: Lesley Fletcher Responsible Financial Officer / Clerk

Date: 14 April 2020

Balance per bank statements as at 31 March 2020:	£	£
Business reserve	17893.01	
Current account	3496.25	
	<hr/>	21389.26
Petty cash float (if applicable)		
Less: any un-presented cheques at 31 March 2020	37.00	
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Add: any un-banked cash at 31 March 2020	n/a	
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Net balances as at 31 March 2020 (Box 8)		<u>21352.26</u>

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

CASH BOOK:

Opening Balance 1 April 2019 (Prior year Box 8)	14511.56
Add: Receipts in the year	24615.60
Less: Payments in the year	(17774.90)
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Closing balance per cash book [receipts and payments book] as at 31 March 2020 (must equal net balances above – Box 8)	<u>21352.26</u>