Bank reconciliation – pro forma

Kirkburn Parish Council

Financial year ending 31 March 2021

Prepared by:- D.Wilkes (Responsible Financial Officer – Internal Officer)

Date: 10th May 2021

Balance as per bank statements as at 31 March 2021:	£	2032.00
Petty cash float (if applicable): Not applicable		0.00
Less: any unpresented cheques at 31 March 2021		2534.00
Total	£	(2534.00)
Add: any un-banked cash at 31 March 2021		0.00
Net balances as at 31 March 2021	£	4566.00

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

CASH BOOK:

Opening balance	£	2760.00
Add: Receipts in the year	£	5742.00
Less: Payments in the year	£	(6470.00)
Closing balance per cash book [receipts and payments book] as at 31 March 2021 (must equal net balances above)	£	2032.00

Kirkburn Parish Council

Receipts and Payments for the year ended 31 March 2021

2020			2021
	RECEIPTS		
£			£
4530.00	Precept	Precept	5200.00
858.00	VAT Repayment	VAT Repayment	542.00
5388.00			5742.00
	PAYMENTS		
3317.00	Administration		4310.00
1100.00	Grants and donations		1350.00
542.00	VAT		810.00
4959.00			6470.00

RECEIPTS AND PAYMENTS SUMMARY

Balance brought forward 1 April 2020	2760.00
Add total receipts as above	5742.00
Less total payments as above	-6470.00
Balance carried forward 31 March 2021	2032.00

The funds at 31 March 2021 were held in a current account at Yorkshire Bank.
They are allocated for General purposes.

Signed:

Philip Ashcroft – Chair and Acting Clerk
Smithy Cottage
Main Street
Kirkburn
Driffield