

Colton Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 31/03/2020		
	Cash in Hand 01/04/2019		38,170.50
	ADD Receipts 01/04/2019 - 31/03/2020		16,551.38
			54,721.88
	SUBTRACT Payments 01/04/2019 - 31/03/2020		13,202.88
A	Cash in Hand 31/03/2020 (per Cash Book)		41,519.00
	Cash in hand per Bank Statements		
	Petty Cash	31/03/2020	17.69
	Capital reserve	31/03/2020	3,116.23
	Business reserve	31/03/2020	38,796.46
	Current account	31/03/2020	25.00
			41,955.38
	Less unrepresented payments		436.38
			41,519.00
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		41,519.00
	A = B Checks out OK		

Colton Parish Council
BANK ACCOUNTS

Current account	-£411.38
Business reserve	£38,796.46
Capital reserve	£3,116.23
Total in Banks	41,501.31
Cash	17.69
GRAND TOTAL (Banks and Cash)	£41,519.00

Colton Parish Council
RECONCILIATION - Current account

From Accounts	(£411.38)
Payments not cashed Add	£436.38
Receipts not entered Subtract	£0.00
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Statement should be	£25.00

Colton Parish Council
Uncashed payments/transfers out (All banks)
(Upto 31/03/2020)

Voucher	Date	Cheque No.	Description	Total	Bank
108	04/03/2020	1792	Website training session by phone, N	60.00	Current account
109	04/03/2020	1793	Clerk's salary - March	233.38	Current account
110	04/03/2020	1793	Home working expenses	16.00	Current account
111	04/03/2020	1793	Mileage, Jan - Feb	27.00	Current account
112	04/03/2020	1793	BGC Clerk salary	100.00	Current account
			Total —————	436.38	

Colton Parish Council
RECONCILIATION - Business reserve

From Accounts	£38,796.46
Payments not cashed Add	£0.00
Receipts not entered Subtract	£0.00
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Statement should be	£38,796.46

Colton Parish Council
RECONCILIATION - Capital reserve

From Accounts	£3,116.23
Payments not cashed Add	£0.00
Receipts not entered Subtract	£0.00
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Statement should be	£3,116.23