

**Smaller authorities audit guidance**

**Bank reconciliation 2020/21**

	£	£
Balance per bank statement at 31 March 2021		8,484.28
Add: outstanding receipts		
		-
Less: outstanding payments		
11/19/2020    1361 Cottsway    Ground Rent	50.00	Missing chq?
3/8/2021    1365 Fulbrook PCC    Donation	550.00	
3/24/2021    1369 HMRC    Income tax-Dec	132.00	
3/24/2021    1370 HMRC    Income tax-Mar	132.00	
3/24/2021    1371 Sarah Ebeling    3rd Qtr Wages	396.00	
3/24/2021    1372 Sarah Ebeling    Zoom meetings	43.17	
		1,303.17
Balance per cashbook at 31 March 2021		7,181.11

Outstanding receipts

This should include any amounts received which have been recorded in the cashbook as being received in the period to 31 March 2021 but which appear on the bank statement after 31 March 2021.

Outstanding payments

This should include any amounts paid which have been recorded in the cashbook as being paid in the period to 31 March 2021 but which appear on the bank statement after 31 March 2021.