

BANK RECONCILIATION

Name of smaller authority: **PURLEIGH PARISH COUNCIL**

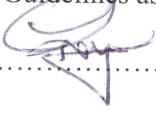
County Area: **ESSEX**

Financial year ending 31st March 2020

Prepared by: Jane Potter, Clerk and Responsible Financial Officer

Date: 02/04/2020

Approved by: Purleigh Parish Council *via* email on 09/04/20 as meetings have been cancelled in accordance with Government Guidelines as a result of the Coronavirus Pandemic

Chairman:  19/4/2020

Balance as per Bank Statements as at 31/03/2020:

			£
Current Account	(40731080)	Barclays Bank, as per statement	1,369.87
Business Premium Account	(80731099)	Barclays Bank, as per statement	17,243.54
Business Base Rate Tracker	(30567361)	Barclays Bank, as per statement	10,489.05
Business Reserve Account	(90802476)	Barclays Bank, as per statement	7,296.99

Petty Cash float 50.00

£36,449.45

Less Any unpresented cheques at 31/03/2020:

Date	Payee	Cheque	Amount
14.02.20	All Saints Church Magazine	104146	£61.60
24.03.20	Home Start Essex	104159	£100.00
25.03.20	J. P. Ovel	104160	£75.00
25.03.20	Office Power Ltd re: supplies		
	4 business	104161	£17.22
25.03.20	Mr. M. E. Sumner	104162	<u>£49.50</u>

£303.32

Add Receipts received in year but not banked before close of business on 31/03/2020

£0.00

Net Bank balances as at 31/03/2020

£36,146.13

CASH BOOK:

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

Opening balance 1st April 2019 £53,443.24

Add: Receipts in the year £65,148.33
£118,591.57

Less: Payments in the year £82,445.44

Closing balance per cash book (receipts and payments account)

As at 31st March 2020

£36,146.13
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Statement of Accounts:

Receipts: £118,591.57
Payments: £82,445.44

£36,143.13

Barclays Bank Plc:

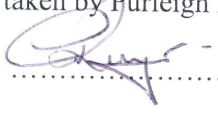
Current account £1,066.55
Business Premium Account £17,243.54
Historic Buildings Fund £10,489.05
Miss Pawsey's Legacy £7,296.99
Petty Cash £50.00

£36,146.13

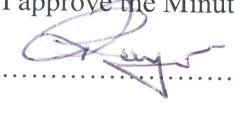
PURLEIGH PARISH COUNCIL – THURSDAY 9th APRIL 2020
CLERK'S NOTES – COUNCILLORS' RESPONSES

Please confirm the following by writing Yes beneath each question, or write No and give reasons why you are unable to do so, then return to me. It is now a legal requirement for the Parish Council to keep a record/audit trail of all decisions taken between meetings.

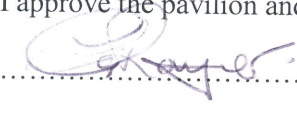
I agree that the 'Coronavirus 1: April 2020' document circulated by the Clerk accurately records the decisions taken by Purleigh Parish Council since its last meeting held on 13th March 2020.




I approve the Minutes of the Parish Council meeting held on 13th March 2020.



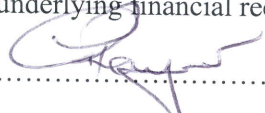
I approve the pavilion and playing field accounts for the period 1st April 2019 to 31st March 2020.



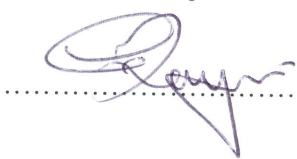
I agree that the Chairman and Responsible Financial Officer can sign the Receipts and Payments account between meetings, for the period 1st April 2019 to 31st March 2020.



I approve the bank reconciliation for the period 1st April 2019 to 31st March 2020 prepared in accordance with audit requirements and, having seen the Bank Statement summary from Barclays Bank, agree that the Chairman can sign the bank reconciliation between meetings, once he has seen the relevant bank statements and underlying financial records.



I agree to the payment of the accounts between meetings and approve the transfer between bank accounts detailed in the April 2020 Clerk's Notes.





Signed: Parish Councillor

19-4-2020
Date