

Berkeley Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

| | | | |
|----------|---|------------|-------------------|
| | Bank Reconciliation at 06/12/2021 | | |
| | Cash in Hand 01/04/2021 | | 125,424.44 |
| | ADD Receipts 01/04/2021 - 06/12/2021 | | 322,437.93 |
| | | | 447,862.37 |
| | SUBTRACT Payments 01/04/2021 - 06/12/2021 | | 300,750.07 |
| A | Cash in Hand 06/12/2021 (per Cash Book) | | 147,112.30 |
| | Cash in hand per Bank Statements | | |
| | Cash 30/11/2021 | 100.00 | |
| | Co-operative Bank 30/11/2021 | 147,012.30 | |
| | | | 147,112.30 |
| | Less unrepresented payments | | |
| | | | 147,112.30 |
| | Plus unrepresented receipts | | |
| B | Adjusted Bank Balance | | 147,112.30 |
| | A = B Checks out OK | | |