

Name and Role (Clerk/RFO etc)

*Name and Role (RFO/Chair of Finance etc)*

|   |                                                   |            |                   |
|---|---------------------------------------------------|------------|-------------------|
| A | <b>Bank Reconciliation at 31/03/2026</b>          |            |                   |
|   | Cash in Hand 01/04/2025                           |            | 73,921.52         |
|   | <b>ADD</b>                                        |            |                   |
|   | Receipts 01/04/2025 - 31/03/2026                  |            | 150,583.31        |
|   |                                                   |            | 224,504.83        |
|   | <b>SUBTRACT</b>                                   |            |                   |
|   | Payments 01/04/2025 - 31/03/2026                  |            | 100,667.65        |
|   |                                                   |            |                   |
|   | <b>Cash in Hand 31/03/2026</b><br>(per Cash Book) |            | <b>123,837.18</b> |
| B | Cash in hand per Bank Statements                  |            |                   |
|   | Unity Trust Bank Current Account                  | 31/03/2026 | 38,981.42         |
|   | CCLA                                              | 31/03/2026 | 84,855.76         |
|   | LLoyds Debit Card                                 | 31/03/2026 | 0.00              |
|   |                                                   |            |                   |
|   |                                                   |            | <b>123,837.18</b> |
|   | Less unrepresented payments                       |            |                   |
|   |                                                   |            | 123,837.18        |
|   | Plus unrepresented receipts                       |            |                   |
|   | <b>Adjusted Bank Balance</b>                      |            | <b>123,837.18</b> |
|   | <b>A = B Checks out OK</b>                        |            |                   |