



# MANNINGTREE TOWN COUNCIL

Clerk to the Council: Mrs. W.D. Saint-James

Brook House, Wignall Street, Lawford, Manningtree, Essex. CO11 2JL.  
email: [clerk@manningtreetowncouncil.org.uk](mailto:clerk@manningtreetowncouncil.org.uk); website: [www.manningtreetowncouncil.org.uk](http://www.manningtreetowncouncil.org.uk)

## BANK RECONCILIATION

Financial year ending 31<sup>st</sup> March, 2015

Prepared by: ..... W. Saint-James (Responsible Financial Officer)  
Date: .....

Balance per bank statements as at 31 <sup>st</sup> March, 2015	£	£
Community Current Account	2,431.43	
Deposit Account	16,016.06	
	—————	18,447.49
Less: unrepresented cheques at 31 <sup>st</sup> March, 2015		
Cheque No.101826 dated 19.03.15	91.25	
Cheque No. 101827 dated 19.03.15	1,537.94	
Cheque No. 101829 dated 19.03.15	5.00	
Total unrepresented cheques	—————	(1,634.19)
Add: unbanked cash at 31 <sup>st</sup> March, 2015		NIL
		—————
<b>Net Bank balances as at 31<sup>st</sup> March, 2015</b>		<b>£16,813.30</b>
(Taken to Box 8)		=====

The net balances reconcile to the receipts and payments account for the year as follows:-

### CASH BOOK

Opening balance 1 <sup>st</sup> April, 2014	13,798.21
Add: Receipts in the year	23,252.63
Less: Payments in the year	(20,237.54)
	—————
<b>Closing balance per cash book (receipts and payments account)</b>	<b>£16,813.30</b>
<b>as at 31<sup>st</sup> March, 2015</b>	=====