

Lanner Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

Bank Reconciliation at 27/09/2021			
	Cash in Hand 01/04/2021		73,904.70
	ADD Receipts 01/04/2021 - 27/09/2021		117,710.36
			191,615.06
	SUBTRACT Payments 01/04/2021 - 27/09/2021		51,656.45
A	Cash in Hand 27/09/2021 (per Cash Book)		139,958.61
	Cash in hand per Bank Statements		
	Cash 26/04/2021	0.00	
	NSI [REDACTED] 26/04/2021	0.00	
	HSBC AC [REDACTED] 27/09/2021	89,837.78	
	HSBC AC [REDACTED] 27/09/2021	59,978.85	
			149,816.63
	Less unrepresented payments		10,630.80
			139,185.83
	Plus unrepresented receipts		772.78
B	Adjusted Bank Balance		139,958.61
A = B Checks out OK			

Letter from the Director

Dear Sirs,
I have the honor to acknowledge the receipt of your letter of the 12th inst. in relation to the above-mentioned matter. The same has been referred to the appropriate authorities for their consideration. I am sorry to hear that you are dissatisfied with the result of the investigation. I am sure that the authorities will do their best to satisfy your requirements.

I am, Sir, very respectfully,
Your obedient servant,
Director

[Redacted signature]