

STATEMENT SHOWING CLOSING BALANCE

(Cash and Bank balances as on 31/03/2024)

Name of the institution:

Closing Balance details

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Sl. No	Particulars	Account Number with bank details	Balance as per cashbook	Balance as per tally accounts	Difference between cashbook & tally (col 4 - 5)	Balance as per bank stmt	Difference between cashbook & Bank stmt (col 7 - 4)
I	Cash in Hand						-
II	Cash at Bank:-						
	• SB A/c				0		0
	• E-grantz A/c				0		0
	• TSB A/c				0		0
	• PSTSB A/c				0		0
	• SB Collect A/c (if any)				0		0
	• Other A/c(s) (if any)				0		0
					0		0
					0		0
III	Fixed Deposit				0		0
	TOTAL		0	0		0	

Note: - If there is any difference in

(a) bank balance as per cashbook and bank statement, reconciliation of respective bank account may be prepared and attached (in case of difference as per col -8)

(b) Balance (both cash and bank) as per cashbook and tally, reconciliation of may be prepared and attached. (In case of difference as per col – 6)

Principal/Head of the Institution