

Schedules for submission to external auditor

Bank reconciliation template

Schedule B

The model can be applied for reconciliations carried out at any time of the year. Please complete all green cells.

BANK RECONCILIATION		FINANCIAL YEAR ENDING 31 MARCH 2017	
Authority name and reference	CHEN MAANA PARISH COUNCIL		
Prepared by: Name	KIRSTY HEADLONG	Date:	2 May 2017
Role (Clerk/RFO etc)	CLERK & RFO		
Approved by: Name	N.B. Scholler	Date:	6 June 2017
Role (RFO/Chair etc)	(Vice Chair)		
Balance per bank statements as at 31 March 2017		£	TOTAL £
List balances on all bank accounts plus petty cash floats at 31 March 2017:			
HSBC Current Account		39844-61	
NS&I Home Request Account		15350-15	
			55194-76
Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)			
7 Feb 2017 101984		66-87	
			66-87
Add any unbanked cash at 31 March 2017: (List date & amount received)			
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017			55127-89

The net balances reconcile to the Cash Book for the year, as follows:	
CASH BOOK (receipts and payments/income & expenditure schedules)	£
Opening Balance:	56769-88
Add: Receipts in the year:	52606-75
Less: Payments in the year:	54248-74
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017	55127-89
Must equal total net bank balances above and Section 2, Box 8	