

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		WESTBURY-ON-SEVERN PARISH COUNCIL		
Prepared by:	Name	FIONA WALLBANK	Date:	23.6.17
	Role (Clerk/RFO etc)			
Approved by:	Name	COLIN EVERS	Date:	23.6.17
	Role (RFO/Chair etc)			
Balance per bank statements as at 31 March 2017		£	TOTAL £	
List balances on all bank accounts plus petty cash floats at 31 March 2017:				
DEPOSIT ACCOUNT		9252.75	9252.75	
CURRENT ACCOUNT		24418.75	24418.75	
Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)				
16.1.17 CHEQUE NO 001726		36.00	36.00	
20.3.17 CHEQUE NO 001734		10.00	10.00	
20.3.17 CHEQUE NO 001735		25.00	25.00	
20.3.17 CHEQUE NO 001736		200.00	200.00	
Add any unbanked cash at 31 March 2017: (List date & amount received)				
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017			£33400.50	

<i>The net balances reconcile to the Cash Book for the year, as follows:</i>	
CASH BOOK (receipts and payments/income & expenditure schedules)	£
Opening Balance:	28769.68
Add: Receipts in the year:	23326.61
Less: Payments in the year:	18695.79
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017	£33400.50

Please complete all shaded boxes and send this form with your Annual Return to:
 Mrs Jo Farr, Grant Thornton UK LLP, Hartwell House, 55-61 Victoria Street, Bristol, BS1 6FT
 or email to Jo.farr@uk.gt.com