

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		MIDDLEZON PARISH COUNCIL SOM 187		
Prepared by:	Name	CHRIS SIDAWAY	Date:	16 MAY 2017
	Role (Clerk/RFO etc)	CLERK + RFO		
Approved by:	Name	NORMAN TURNER	Date:	13 JUNE 2017
	Role (RFO/Chair etc)	CHAIRMAN		
Balance per bank statements as at 31 March 2017		£	TOTAL £	
List balances on all bank accounts plus petty cash floats at 31 March 2017:				
CURRENT ACC.		3778.92		1277
DEPOSIT ACC		8999.12		12,778.04
Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)				
				NONE
Add any unbanked cash at 31 March 2017: (List date & amount received)				
				NONE
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017				12778.04

The net balances reconcile to the Cash Book for the year, as follows:	
CASH BOOK (receipts and payments/income & expenditure schedules)	£
Opening Balance:	7787
Add: Receipts in the year:	65833.
Less: Payments in the year:	60842
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017	12778
Must equal total net bank balances above and Section 2, Box 8	

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