

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	BAGINTON PARISH COUNCIL		WKS017
Prepared by: Name	PHILLIP CLARK	Date:	4th MAY 2017
Role (Clerk/RFO etc)	CLERK & RFO		
Approved by: Name	JULIE KEIGHTLEY	Date:	4th MAY 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:			
BANK BALANCE (NO PETTY CASH)	21679.13	21679.13	
Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)			
NONE	0.00	0.00	
Add any unbanked cash at 31 March 2017: (List date & amount received)			
NONE	0.00	0.00	
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017		21679.13 <small>Type equation here.</small>	

The net balances reconcile to the Cash Book for the year, as follows:

CASH BOOK (receipts and payments/income & expenditure schedules)	£
Opening Balance:	17489.33
Add: Receipts in the year:	21729.93
Less: Payments in the year:	17540.13
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017	21679.13
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:
Angela Ellison, Grant Thornton UK LLP, Royal Liver Building, LIVERPOOL L3 1PS
or email to angela.j.ellison@uk.gt.com