

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		SUTTON VENY PARISH COUNCIL WLT230	
Prepared by: Name	MELISSA ATYEO	Date:	
Role (Clerk/RFO etc)	CLERK & RFO		
Approved by: Name	STEPHEN OXLADE	Date:	
Role (RFO/Chair etc)	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:			
BUSINESS MONEY MANAGER ACCOUNT	9495.48		
			9495.48
Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)			
			NIL
Add any unbanked cash at 31 March 2017: (List date & amount received)			
			NIL
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017			9495.48

<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:	7460.05
Add: Receipts in the year:	13512.85
Less: Payments in the year:	11477.42
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017	9495.48
Must equal total net bank balances above and Section 2, Box 8	