Grant Thornton

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	BROADWOODKELLY PARISH COUNCIL DVN066		
Prepared by: Name / Role (Clerk/RFO etc)	MARILYN WEEKS / CLERK/RFO	Date:	23/5/17
Approved by: Name / Role (RFO/Chair etc)	[signature] / CHAIRMAN	Date:	23/05/2017

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 ACCOUNT	5084.79	
BUSINESS RESERVE ACCOUNT	2759 80	
NO PETTY CASH FLOAT HELD.		7844.59
Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)		
28/3/17 000277	29.72	
28/3/17 000278	57.66	
		87.38
Add any unbanked cash at 31 March 2017: (List date & amount received)		
NIL		NIL
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017		7757.21

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

CASH BOOK (receipts and payments/income & expenditure schedules)	**£**
Opening Balance:	6428.29
Add: Receipts in the year:	3099.03
Less: Payments in the year:	1770.11
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017 **Must equal total net bank balances above and Section 2, Box 8**	7757.21

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