## **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.**

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| **BANK RECONCILIATION FINANCIAL YEAR ENDING 31 MARCH 2017** |
| **Authority name and reference** | Nunney Parish Council (SOM210) |
| Prepared by: Name | Beverley Palmer | Date: | 20-4-2017 |
| Role (Clerk/RFO etc) | Clerk, Proper Officer and RFO |
| Approved by: Name | 1. John Horsey, Internal Auditor on 8-5-17
 | Date: |  |
| Role (RFO/Chair etc)  | 1. Francis Hayden, Councillor on behalf of NPC on 5-6-17
 |
| **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 | 30,795.78 | 30,795.78 |
| Current Account | 280.03 | 31,075.81 |
| Petty Cash – not held | 0 | 31,075.81 |
|  |  |  |
| **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 | 31,075.81 |
|  |  |  |
|  |  |  |
| **Add** any unbanked cash at 31 March 2017: (List date & amount received) |  |  |
| None | 0 | 31,075.81 |
|  |  |  |
| **TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017** | **£31,075.81** |

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| ***The net balances reconcile to the Cash Book for the year, as follows:*** |
| **CASH BOOK (receipts and payments/income & expenditure schedules)** | **£** |
| Opening Balance: | 40,748 |
| Add: Receipts in the year: | 22,111 |
| Less: Payments in the year: | 31,783 |
| **CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017****Must equal total net bank balances above and Section 2, Box 8** | **31,076** |