## **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** | 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** |

|  |  |
| --- | --- |
| ***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** |