## **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** | **Stogursey Parish Council / SOM262** |
| Prepared by: Name | Gillian Orchard | Date: | 11 Apr 17 |
| Role (Clerk/RFO etc) | Clerk / RFO |
| Approved by: Name | Allan Searle | Date: | 11 Apr 17 |
| 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: |  |  |
| Treasurers Account | 1,654.00 |  |
| Deposit Account | 17,647.00 |  |
| External Grants & Reserves | 20,547.00 |  |
|  |  | 39,848.00 |
| **Less**: any un-presented cheques at 31 March 2017:(normally only current account. List date, cheque number & value. Use separate list if needed ) |  |  |
| NIL |  | 0.00 |
| **Add** any unbanked cash at 31 March 2017: (List date & amount received) |  |  |
| NIL |  | 0.00 |
| **TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017** | **39,848.00** |

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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: | 30,342.00 |
| Add: Receipts in the year: | 26,718.00 |
| Less: Payments in the year: | 17,212.00 |
| **CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017****Must equal total net bank balances above and Section 2, Box 8** | **39,848.00** |