## **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** |

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