

## 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	HUISH CHAMPFLOWER PARISH COUNCIL Som149		
Prepared by: Name	BP SMITH	Date:	
Role (Clerk/RFO etc)	CLERK + RFO		
Approved by: Name	S. KIMSEY	Date:	
Role (RFO/Chair etc)	CHAIRMAN		
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	5958.06		
BUSINESS BANK INSTANT	1063.26		
			7021.32
Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed )			
CHEQUE N° 468	180.00		
CHEQUE N° 469	56.35		
CHEQUE N° 470	15.45		
			251.80
Add any unbanked cash at 31 March 2017: (List date & amount received)			
NONE			
<b>TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017</b>			<b>6769.52</b>

<i>The net balances reconcile to the Cash Book for the year, as follows:</i>	
CASH BOOK (receipts and payments/income & expenditure schedules)	£
Opening Balance:	7163.53
Add: Receipts in the year:	3500.55
Less: Payments in the year:	3894.56
<b>CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017</b>	<b>6769.52</b>
<b>Must equal total net bank balances above and Section 2, Box 8</b>	

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](mailto:Jo.farr@uk.gt.com)