



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	EATON PARISH COUNCIL LCS 081		
Prepared by: Name Role (Clerk/RFO etc)	C. J. HILL	Date:	19.04.17
Approved by: Name Role (RFO/Chair etc)	M. J. WHISTON	Date:	24.04.17
Balance per bank statements as at 31 March 2017	£	TOTAL £	
List balances on all bank accounts plus petty cash floats at 31 March 2017:			
HSBC CURRENT ACCT	A.)	359.59	
HSBC DEBIT ACCT	B.)	6090.37	
Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)			
CHQ 100124 EATON VILLAGE HALL	C.)	-16.00	
Add any unbanked cash at 31 March 2017: (List date & amount received)			
NONE			
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017	➔		6433.96
			App B. 6

The net balances reconcile to the Cash Book for the year, as follows:

CASH BOOK (receipts and payments/income & expenditure schedules)	£
Opening Balance:	7604.07
Add: Receipts in the year:	20,609.09
Less: Payments in the year:	21,779.20
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017	6433.96
Must equal total net bank balances above and Section 2, Box 8	