

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	LIGHTHORNE PARISH COUNCIL		
Prepared by: Name	CORINNE HILL	Date:	6/6/2017
Role (Clerk/RFO etc)	RFO		
Approved by: Name		Date:	
Role (RFO/Chair etc)			
Balance per bank statements as at 31 March 2017	£	TOTAL £	
List balances on all bank accounts plus petty cash floats at 31 March 2017:			
BUSINESS BANK INSTANT		18535-02	
TREASURERS ACCOUNT		1-00	
Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)			
14/3/2017 - 1957		45-00	
Add any unbanked cash at 31 March 2017: (List date & amount received)			
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017		18491-02	

Type equation here.

The net balances reconcile to the Cash Book for the year, as follows:	
CASH BOOK (receipts and payments/income & expenditure schedules)	£
Opening Balance:	25669-34
Add: Receipts in the year:	32622-83
Less: Payments in the year:	39801-15
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017	
Must equal total net bank balances above and Section 2, Box 8	18491-02

Please complete all shaded boxes and send this form with your Annual Return to: