



Grant Thornton

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	MONKS KIRBY PARISH COUNCIL		WKS 138
Prepared by: Name	MRS B DENT	Date:	
Role (Clerk/RFO etc)			
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:			
CURRENT A/C	4760-28		
NS 2 I A/C	2632-57		7392-85
Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)			
16/3/17 Chq no 088	39-		
16/3/17 Chq no 090	41-64		
16/3/17 Chq no 091	321-84		402-28
Add any unbanked cash at 31 March 2017: (List date & amount received)			
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017	£6990-57		Type equation here.

<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:	10122-82
Add: Receipts in the year:	15746-79
Less: Payments in the year:	18879-04
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017	6990-57
Must equal total net bank balances above and Section 2, Box 8	

Please complete all shaded boxes and send this form with your Annual Return to: Angela Ellison, Grant Thornton UK LLP, Royal Liver Building, LIVERPOOL L3 1PS or email to angela.j.ellison@uk.gt.com