

## 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  | STONE BY CHARTLEY PARISH COUNCIL STF164 |                                     |                     |
| Prepared by: Name   | J. BLOUNT                               | Date:                               | 5/6/17              |
| Role (Clerk/RFO etc)  | RFO                                     |                                     |                     |
| Approved by: Name   | CLR. G. MEDDINGS                        | Date:                               | 6/6/17              |
| Role (RFO/Chair etc)  | CHAIR                                   |                                     |                     |
| <b>Balance per bank statements as at 31 March 2017</b>  |   | £                                   | <b>TOTAL £</b>      |
| List balances on all bank accounts plus petty cash floats at 31 March 2017:   |   |                                     |                     |
| LLOYDS TREASURERS A/C   |   |                                     | 12268-75            |
|   |   |                                     |                     |
|   |   |                                     |                     |
| <b>Less: any un-presented cheques at 31 March 2017:</b><br>(normally only current account. List date, cheque number & value. Use separate list if needed) |   |                                     |                     |
| ABBEY LANDSCAPES  |   |                                     | 85-00               |
|   |   |                                     |                     |
|   |   |                                     |                     |
| <b>Add any unbanked cash at 31 March 2017:</b><br>(list date & amount received)   |   |                                     |                     |
|   |   |                                     | 0                   |
|   |   |                                     |                     |
| <b>TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017</b>  |   | 12188-75<br><del>+224</del>         | Type equation here. |

| The net balances reconcile to the Cash Book for the year, as follows:       |  | £        |
|---|--|----------|
| <b>CASH BOOK (receipts and payments/income &amp; expenditure schedules)</b> |  |          |
| Opening Balance:  |  | 11281-27 |
| Add: Receipts in the year:  |  | 9712-88  |
| Less: Payments in the year:   |  | 8805-40  |
| <b>CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017</b>                        |  | 12188-75 |
| Must equal total net bank balances above and Section 2, Box B               |  |          |

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](mailto:angela.j.ellison@uk.gt.com)