

## 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		
<b>Authority name and reference</b>		Kenwyn Parish Council		
Prepared by: Name	Mrs Karen Harding	Date:	05/05/2017	
Role (Clerk/RFO etc)	Clerk/RFO			
Approved by: Name	Cllr. Ian Holroyd	Date:	10/05/2017	
Role (RFO/Chair etc)	Chairman			
<b>Balance per bank statements as at 31 March 2017</b>		<b>£</b>	<b>TOTAL £196531.21</b>	
List balances on all bank accounts plus petty cash floats at 31 March 2017:				
Current Account 00900311			20236.98	
Treasurer's Account 07513860			177101.23	
Petty Cash			100.00	
			197438.21	
<b>Less:</b> any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed )				
Chq 003662			357.00	
Chq 003655			120.00	
Chq 003661			380.00	
Chq 003671			50.00	
<b>Add</b> any unbanked cash at 31 March 2017: (List date & amount received)				
<b>TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017</b>				
			<b>196531.21</b>	

<i>The net balances reconcile to the Cash Book for the year, as follows:</i>	
<b>CASH BOOK (receipts and payments/income &amp; expenditure schedules)</b>	
Opening Balance:	226430.48
Add: Receipts in the year:	138279.13
Less: Payments in the year:	168178.40
<b>CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017</b>	<b>196531.21</b>
<b>Must equal total net bank balances above and Section 2, Box 8</b>	