

## 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.

Authority name and reference  Prepared by: Name Role (Clerk/RFO etc)  Approved by: Name Role (RFO/Chairette)  Balance per bank statements as at 31 March 2017  E TOTAL E  List balances on all bank accounts plus petty cash floats at 31 March 2017:  Norwich & Peterbanough BS  Co-ap Bank  Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)  None  Add any unbanked cash at 31 March 2017: (List date & amount received)  None  TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017  \$\frac{34 \text{041.68}}{34 \text{041.68}}\$	BANK RECONCILIATION	FINANCIAL YEAR ENDIN	NG 31 MARCH 2017	
Role (Clerk/RFO etc)  Approved by: Name Role (RFO/Chair etc)  Balance per bank statements as at 31 March 2017  Elist balances on all bank accounts plus petty cash floats at 31 March 2017:  Norwich & Retelectorish B5  Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)  None  Add any unbanked cash at 31 March 2017: (List date & amount received)  None  Add any unbanked cash at 31 March 2017: (List date & amount received)  None	ā	Greekwell Paron	comail	
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:  Norwich & Peterbanagh Bs  Co-op Bank  Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed )  None  Add any unbanked cash at 31 March 2017: (List date & amount received)  None  X4-041.68	-	Christine Myers	Date:	18/4/2017
Balance per bank statements as at 31 March 2017  List balances on all bank accounts plus petty cash floats at 31 March 2017:  Norwich & Petchaerough BS  Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)  None  Add any unbanked cash at 31 March 2017: (List date & amount received)  None  None		CFIRENCE	Date:	18/4/17
March 2017:  Norwich & Retaboracyh B5  Co-ap Bank  Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)  None  Add any unbanked cash at 31 March 2017: (List date & amount received)  None  \$\frac{24041.68}{24041.68}\$	Balance per bank statements as at 31 March 2017		£	TOTAL £
Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)  None  Add any unbanked cash at 31 March 2017: (List date & amount received)  None  \$\frac{24041.68}{24041.68}\$	1 30000 (Autor) (4 100 (Autor) (4 10 (Autor)			
Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)  None  Add any unbanked cash at 31 March 2017: (List date & amount received)  None  \$\frac{24.041.68}{}\$	Norwich + Peterbanouph B5			4,519.33
Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)  None  Add any unbanked cash at 31 March 2017: (List date & amount received)  None  24 041.68	Co-op Bank		2-1-2	19,522.35
(normally only current account. List date, cheque number & value. Use separate list if needed )  None  Add any unbanked cash at 31 March 2017: (List date & amount received)  None  \$\frac{24041.68}{}\$				
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Add any unbanked cash at 31 March 2017: (List date & amount received)  Nane  24041.68	(normally only current account. List date, cheque number &			
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(List date & amount received)  None  24041.68				
(List date & amount received)  None  24041.68				
\$ 24041.68				
	None			
				0
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017				824041.68
	TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017			Dypoendation long

The net balances reconcile to the Cash Book for the year, as follow	vs:	
CASH BOOK (receipts and payments/income & expenditure schedules)	£	
Opening Balance:	24,812.92	
Add: Receipts in the year:	7.244.15	
Less: Payments in the year:	8,015.39	
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017  Must equal total net bank balances above and Section 2, Box 8	24,041.68	