

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	Bleasby Parish Council - NOT018		
Prepared by: Name	Belina Boyer	Date:	12/06/2017
Role (Clerk/RFO etc)	Clerk /RFO		
Approved by: Name	Peter D. Cost	Date:	12/06/2017
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:			
UT Current Account	1973.06	1973.06	
UT Deposit account	19108.26	19108.26	
Total Bank Accounts		21081.32	
Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)			
Cheque 300022	175	-175.00	
Cheque 300023	72	-72.00	
Total unrepresented cheques		247.00	
Add any unbanked cash at 31 March 2017: (List date & amount received)			
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017		20834.32	

The net balances reconcile to the Cash Book for the year, as follows:

CASH BOOK (receipts and payments/income & expenditure schedules)	£
Opening Balance:	21195.05
Add: Receipts in the year:	23235.54
Less: Payments in the year:	-23596.27
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017	20834.32
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

Schedule C2

Suggested layout for explanations of individual variances

One sheet to be prepared for each variance that requires explanation.

Authority name and reference	Bleasby Parish Council - NOT018	
BOX NO	3	£
(b) Figure in 2017 column		3935
(a) Figure in 2016 column		2811
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		1124

Reasons (as many as are applicable)	Amount £
Reason 1 Transparency Fund Grant received – one off	1350
Reason 2	
Reason 3	
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	1350
(f) Unexplained amount £ of total variance at (d - e)	-226
Unexplained as % of 2016 figure (f / a *100) (must be below 15%)	8%
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	Yes

Schedule C2

Suggested layout for explanations of individual variances

One sheet to be prepared for each variance that requires explanation.

Authority name and reference	Bleasby Parish Council - NOT018	
BOX NO	4	£
(b) Figure in 2017 column		3482
(a) Figure in 2016 column		2556
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		926

Reasons (as many as are applicable)	Amount £
Reason 1 No Clerk/RFO employed 2015-16 from April to mid July 2015.	718
Reason 2	
Reason 3	
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	718
(f) Unexplained amount £ of total variance at (d - e)	208
Unexplained as % of 2016 figure ($f / a * 100$) (must be below 15%)	8.1%
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	Yes