

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		FARRINGTON GURNEY PARISH COUNCIL AVN050	
Prepared by: Name	TERESA MARSTON	Date:	15/04/2017
Role (Clerk/RFO etc)	CLERK		
Approved by: Name	MICHAEL HEDGES	Date:	15/05/2017
Role (RFO/Chair etc)	CHAIR		
<b>Balance per bank statements as at 31 March 2017</b>	<b>£</b>	<b>TOTAL £</b>	
List balances on all bank accounts plus petty cash floats at 31 March 2017:	15,538.73	15,538.73	
<b>Less: any un-presented cheques at 31 March 2017:</b> (normally only current account. List date, cheque number & value. Use separate list if needed )	NONE	NONE	
<b>Add any unbanked cash at 31 March 2017:</b> (List date & amount received)	NONE	NONE	
<b>TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017</b>		<b>15,538.73</b>	

The net balances reconcile to the Cash Book for the year, as follows:	
<b>CASH BOOK (receipts and payments/income &amp; expenditure schedules)</b>	<b>£</b>
Opening Balance:	12,678.56
Add: Receipts in the year:	17,809.19
Less: Payments in the year:	14,949.02
<b>CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017</b>	<b>15,538.73</b>
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:  
Mrs Jo Farr, Grant Thornton UK LLP, Hartwell House, 55-61 Victoria Street, Bristol, BS1 6FT  
or email to [Jo.farr@uk.gt.com](mailto:Jo.farr@uk.gt.com)

Schedule C1

Identifying which variances require explanation

Positive and negative variances must be explained

Authority name and reference	(a)	(b)	(c)	(d)	Explanation required?
Box on Section 2 Accounting Statements	2016 £	2017 £	Variance Increase(+) or decrease(-) (b - a) £	Variance divided by 2016 figure times 100 (c / a * 100) %	Less than £250 or 15%? - NO More than 15%? YES
Box 2 -Precept or Rates and Levies	10260	11500	+1240	12%	NO
Box 3 -Total other receipts	7097	6309	-788	11%	NO
Box 4 -Staff costs	3416	3416	0		
Box 5 -Loan interest/ capital repayments	NIL	NIL			
Box 6 -All other payments	13087	11533	-1554	12%	NO
Box 9 -Total fixed assets plus long-term investments and assets	58308	58308	0		
Box 10 - Total borrowings	NIL	NIL			

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