

## 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   | SWINDON PARISH COUNCIL<br>GL5221 |                                     |                 |
| Prepared by: Name  | SHAUN CULMORE                    | Date:                               | 18/04/2017      |
| Role (Clerk/RFO etc)   | CLERK AND RFO                    |                                     |                 |
| Approved by: Name  | PETER ALLEN                      | Date:                               | 18/04/2017      |
| Role (RFO/Chair etc)   | CHAIRMAN                         |                                     |                 |
| Balance per bank statements as at 31 March 2017  |                                  | £                                   | TOTAL £         |
| List balances on all bank accounts plus petty cash floats at 31 March 2017:  |                                  |                                     |                 |
| CURRENT ACCOUNT  | 13006-96                         |                                     |                 |
| SAVINGS ACCOUNT  | 3875-67                          |                                     |                 |
| CASH   | 00-00                            |                                     |                 |
|  |                                  |                                     | 16882-63        |
| Less: any un-presented cheques at 31 March 2017:<br>(normally only current account. List date, cheque number & value. Use separate list if needed) |                                  |                                     |                 |
| NONE   |                                  |                                     |                 |
|  |                                  |                                     |                 |
|  |                                  |                                     |                 |
| Add any unbanked cash at 31 March 2017:<br>(List date & amount received)   |                                  |                                     |                 |
| NONE   |                                  |                                     |                 |
|  |                                  |                                     |                 |
|  |                                  |                                     |                 |
| <b>TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017</b>   |                                  |                                     | <b>16882-63</b> |

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

| CASH BOOK (receipts and payments/income & expenditure schedules)     | £               |
|--|-----------------|
| Opening Balance:   | 14090-67        |
| Add: Receipts in the year:   | 12888-05        |
| Less: Payments in the year:  | 10096-09        |
| <b>CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017</b>                 | <b>16882-63</b> |
| <b>Must equal total net bank balances above and Section 2, Box 8</b> |                 |

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)