Grant Thornton

Schedules for submission to external auditor

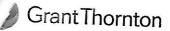
Bank reconciliation template

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 E	NDING 31 M	ARCH 2017		
Authority name and reference	PINVIN PARISH C	SUNCIL		ec	li G
Prepared by: Name Role (Clerk/RFO etc)			Date:	7	.G.17
Approved by: Name Role (RFO/Chair etc)	STEPHEN MITCHEL CHAIR	L	Date:	3	5.5.17
Balance per bank statemen	ts as at 31 March 2017		£		TOTAL £
List balances on all bank acc March 2017:	ounts plus petty cash floats at 31		ī		
LLOYDS TREASU	RER'S ACCOUNT	2.2	282-2	23	
LLOYDS BUSIN	ess Account	20,0	031.4	.5	
					22,913.68
Less: any un-presented chec (normally only current accor- value. Use separate list if ne	unt. List date, cheque number &				
17.3.17 # 11	39	13	3.00		
31-3.17 # 110	+3	7:	5.00		
Add any unbanked cash at 3 (List date & amount receive					88.00
UNCLAMED V	diameter and the second	4	f.00		
					4.00
TOTAL - NET BANK BALANC	CES AS AT 31 MARCH 2017				22,829.68

The net balances reconcile to the Cash Book for the year, as follows:	
CASH BOOK (receipts and payments/income & expenditure schedules)	£
Opening Balance:	19,883.51
Add: Receipts in the year:	21, 491.83
Less: Payments in the year:	18,549.66
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017 Must equal total net bank balances above and Section 2, Box 8	22,829.68



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Schedule C2

Suggested layout for explanations of individual variances

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

Authority name and reference	PINVIN PARISH COUNCIL	97 5.700400
BOX NO	3-TOTAL OTHER RECEIPTS	£
(b) Figure in 2017 co	olumn	L
(a) Figure in 2016 column		7,780
		5,824
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		1,956

Reasons (as many as are applicable)	Amount
Reason 1 Compensation received @ ESIS.00 in relation to:	£
(ii) Compensation @ £300.00 relating to repair works on Parish allatment land!	818.00
Reason 2 Increase in allotment income © £587.00 due to small claims Court action for damage incurred at Parish allotments.	587.00
Reason 3	
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	1,405
(f) Unexplained amount £ of total variance at (d - e)	1,405 551
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above) (f) Unexplained amount £ of total variance at (d - e) Unexplained as % of 2016 figure (f / a *100) must be below 15%) Confirm unexplained amount is less than 15% of 2016 figure	