

## 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	PINVIN PARISH COUNCIL - WRC 116		
Prepared by: Name	NICOLA HARDING	Date:	7.6.17
Role (Clerk/RFO etc)	CLERK / RFO		
Approved by: Name	STEPHEN MITCHELL	Date:	30.5.17
Role (RFO/Chair etc)	CHAIR		
Balance per bank statements as at 31 March 2017	£	TOTAL £	
List balances on all bank accounts plus petty cash floats at 31 March 2017:			
LLOYDS TREASURER'S ACCOUNT	2,282.23		
LLOYDS BUSINESS ACCOUNT	20,631.45		
		22,913.68	
Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed )			
17.3.17 # 1139	13.00		
31.3.17 # 1143	75.00		
		88.00	
Add any unbanked cash at 31 March 2017: (List date & amount received)			
UNCLAIMED VAT	4.00		
		4.00	
TOTAL - NET BANK BALANCES 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	22,829.68
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 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 - URC 116	
BOX NO	3 - TOTAL OTHER RECEIPTS	£
(b) Figure in 2017 column		7,780
(a) Figure in 2016 column		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 @ £818.00 in relation to: (i) Insurance claim @ £518.00 (ii) Compensation @ £300.00 relating to repair works on Parish allotment 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)	551
Unexplained as % of 2016 figure (f / a * 100) (must be below 15%)	9.5%
Confirm unexplained amount is less than 15% of 2016 figure YES - satisfactorily explained NO - provide further explanations	YES