

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	LUPPITT PARISH COUNCIL DVN 237		
Prepared by: Name	ROSALIND BUXTON	Date:	06/06/2017
Role (Clerk/RFO etc)			
Approved by: Name	GAVIN BRAKE (CHAIR)	Date:	06/06/2017
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:			
Co-op Bank A/c No 6534 2907			12,098
Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)			
07/02/2017 500396 Luppitt Packer	155.00		
07/03/2017 500401 T. Nancarrow	45.00		
			200
Add any unbanked cash at 31 March 2017: (List date & amount received)			
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017			11,898

The net balances reconcile to the Cash Book for the year, as follows:	
CASH BOOK (receipts and payments/income & expenditure schedules)	£
Opening Balance:	15,787
Add: Receipts in the year:	15,484
Less: Payments in the year:	19,373
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017	11,898
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

Identifying which variances require explanation

Positive and negative variances must be explained

Authority name and reference					
Box on Section 2 Accounting Statements	(a) 2016 £	(b) 2017 £	(c) Variance Increase(+) or decrease(-) (b - a) £	(d) Variance divided by 2016 figure times 100 (c / a * 100) %	Explanation required? Less than £250 and ^{or} 15%? - NO More than 15%? - YES
Box 2 -Precept or Rates and Levies	19,568	10,655	117	1.11	NO
Box 3 -Total other receipts	3,077	4,799	1,722	55.96	YES
Box 4 -Staff costs	2,441	2,622	181	7.41	NO
Box 5 -Loan interest/ capital repayments	NIL	NIL	NIL	NIL	NIL
Box 6 -All other payments	17,033	16,751	-282	-1.65	NO
Box 9 -Total fixed assets plus long-term investments and assets	14,035	15,885	1,850	13.18	NO
Box 10 - Total borrowings	NIL	NIL	NIL	NIL	NIL

Suggested layout for explanations of individual variances

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

Authority name and reference	LUPPITT PARISH COUNCIL DVN 237	
BOX NO	3 TOTAL RECEIPTS	£
(b) Figure in 2017 column		4,799
(a) Figure in 2016 column		3,077
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		1,722

Reasons (as many as are applicable)	Amount £
Reason 1 Additional grants in 2016/17	640
Reason 2 VAT repayment (net difference)	1,304
Reason 3 Reduced CGST amount paid in 2016/17 + miscellaneous items not received	- 221 221
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	1723
(f) Unexplained amount £ of total variance at (d - e)	-1
Unexplained as % of 2016 figure (f / a * 100) (must be below 15%)	0.03
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	YES