Example documents

Bank reconciliation

Bank Reconciliation		Financial year ending 31 March 20XX
Authority Name		
Prepared by_____ (Name and role (Clerk/RFO etc)) Date_____		
Approved by_____ (Name and role (RFO/Chair of Finance etc)) Date_____		
Balance per bank statements as at 31 March 20XX	**£**	**£**
eg Current account	1,000.00	
High interest account	3,000.00	
Building society premium a/c	10,000.00	
Petty cash balance	10.00	
		14,010.00
Less: any un-presented cheques at 31 March (normally only current account)		
Cheque number 000154 000157 000158	(60.00) (18.00) (2.00)	(80.00)
Add any unbanked cash at 31 March		
eg Allotment rents banked 31 March (but not credited until 1 April)	50.00	50.00
Net bank balances as at 31 March 20XX		**13,980.00**

A standard layout for financial year-end bank reconciliation might look something like this. The model can be applied for reconciliations carried out at any time of year.

Risk register

A simple risk register might look something like this:

Risk no.	Description (The risk is that…)	Impact (The impact on the authority would be…)	Likelihood score (1-3)	Impact score (1-3)	Risk rating (High, medium, low)	Response (What actions have been taken)
1	Items from the village hall may be damaged or stolen.	The cost of repair and replacement.	2	2	Medium (4)	Security arrangements reviewed and insurance in place.
2						
3						
4						