Bank reconciliation template

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to Box 8 on Section 2 of the AGAR and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that outstanding payments should be entered as negative figures.

	£	£
Balance per bank statements at 31 March 2025:		
Account Name:		
Current Account	**37,213.48**	
Add Name	**Add amount**	
Add Name	**Add amount**	
Add Name	**Add amount**	
Add Name	**Add amount**	
		37,213.48
Petty cash (delete this line if not applicable)		
Add: outstanding receipts (enter these as positive numbers)		
Add detail	-	
Add detail	-	
Add detail	-	
		-
Less: outstanding payments (enter these as negative numbers)		
Add detail	-	
Add detail	-	
Add detail	-	
		-
Balance per cashbook at 31 March 2025 (should agree to Box 8 on Section 2)		37,213.48

Outstanding receipts

This should include any amounts received which have been recorded in the cashbook as being received in the period to 31 March 2025 but which appear on the bank statement after 31 March 2025.

Outstanding payments

This should include any amounts paid which have been recorded in the cashbook as being paid in the period to 31 March 2025 but which appear on the bank statement after 31 March 2025.