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 1	3,480.24	
Account 2	45,544.32	
Account 3		
Account 4		
Account 5		
		49,024.56
Petty cash (if applicable)		
Add: outstanding receipts (enter these as positive numbers)		
		-
Less: outstanding payments (enter these as negative numbers)		
	(435.00)	
		(435.00)
Balance per cashbook at 31 March 2025 (should agree to Box 8 on Section 2)		48,589.56

Outstanding receipts

This should include any amounts received which have been recorded in the cashbook as being received in the period to 31 March 2024 but which appear on the bank statement after 31 March 2024.

Outstanding payments

This should include any amounts paid which have been recorded in the cashbook as being paid in the period to 31 March 2024 but which appear on the bank statement after 31 March 2024.

Mm. Ref. 25/26 14 e
12/5/25