

Bank reconciliation template

	£	£
Balance per bank statement at 31 March 2023		20,366.27
Reserve account at 31 March 2023		5,228.72
Add: outstanding receipts		
		-
Less: outstanding payments		
Chq no 550	37.00	
Chq no 504	67.20	
		104.20
Balance per cashbook at 31 March 2023		25,490.79

Outstanding receipts

This should include any amounts received which have been recorded in the cashbook as being received in the period to 31 March 2023 but which appear on the bank statement after 31 March 2023.

Outstanding payments

This should include any amounts paid which have been recorded in the cashbook as being paid in the period to 31 March 2023 but which appear on the bank statement after 31 March 2023.