Bank reconciliation template

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

		£	£
Balance per bank statements at 31 March 2026:			
	Account Name:		
	Current Account	**52,000.40**	
	Investment Acc	**38,539.14**	
	Bmm Acc	**0.03**	
	Add Name	**Add amount**	
	Add Name	**Add amount**	
			90,539.57
Petty cash (delete this line if not applicable)			-
Add: outstanding receipts (enter these as positive numbers)			
	Add detail	nil	
	Add detail	-	
	Add detail	-	
			-
Less: outstanding payments (enter these as negative numbers)			
	Add detail	nil	
	Add detail	-	
	Add detail	-	
			-
Balance per cashbook at 31 March 2026			90,539.57
(should agree to Box 8 on Section 2)			

Outstanding receipts

This should include any amounts received which have been recorded in the cashbook as being received in the period to 31 March 2026 but which appear on the bank statement after 31 March 2026.

Outstanding payments

This should include any amounts paid which have been recorded in the cashbook as being paid in the period to 31 March 2026 but which appear on the bank statement after 31 March 2026.

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d be entered