

Smaller authorities audit guidance

Bank reconciliation template

	£	£
Balance per bank statement at 31 March 2023		8,668.83
Add: outstanding receipts		
Less: outstanding payments		
Cheque No: 432	259.30	*
Cheque No: 433	11.20	*
Cheque No: 434	81.92	*
		352.42
Balance per cashbook at 31 March 2023		8,316.41

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.