

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 2024:		
Unity Trust Current account	13,140.72	
Unity Trust Instant Access account	52,455.78	
Lloyds Treasurers account	55.70	
Lloyds Busines Bank Instant Account	152,246.09	
		217,898.29
Petty cash (if applicable)		-
Add: outstanding receipts		
		-
		-
		-
Less: outstanding payments		
		-
		-
		-
Balance per cashbook at 31 March 2024 (should agree to Box 8 on Section 2)		<u>217,898.29</u>