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 2026:			
	Account Name:		
	Reserve	**6,032.86**	
	Communtiy Account	**165.39**	
	Buisness Account	**5,069.04**	
	Add Name	**Add amount**	
	Add Name	**Add amount**	
			11,267.29
Add: outstanding receipts (enter these as positive numbers)			
	Add detail	-	
	Add detail	-	
	Add detail	-	
			-
Less: outstanding payments (enter these as negative numbers)			
	Add detail	-	
	Add detail	-	
	Add detail	-	
			-
Balance per cashbook at 31 March 2026			11,267.29
(should agree to Box 8 on Section 2)			