

Bank reconciliation template

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

	£	£
Balance per bank statements at 31 March 2024:		
Flood account	629.58	
Treasurers account	377,439.76	
Account 3		
Account 4		
Account 5		
		378,069.34
Petty cash (if applicable)		-
Add: outstanding receipts (enter these as positive numbers)		
Shrivenham FC	825.00	
Salaries	173.21	
C&R Legal	23.90	
		1,022.11
Less: outstanding payments (enter these as negative numbers)		
Bawden Managed Landscapes	(2,590.60)	
HMRC	(359.21)	
Salary	(32.20)	
Retainer	(3,000.00)	
		(5,982.01)
Balance per cashbook at 31 March 2024 (should agree to Box 8 on Section 2)		<u><u>373,109.44</u></u>

Outstanding receipts

This should include any amounts received which have been recorded in the cashbook as being received in the period to 31 March 2024 but which appear on the bank statement after 31 March 2024.

Outstanding payments

This should include any amounts paid which have been recorded in the cashbook as being paid in the period to 31 March 2024 but which appear on the bank statement after 31 March 2024.

accounts. It must agree
debits and payments
shown as negative figures.