

Bank reconciliation template

	£	£						
Balance per bank statement at 31 March 2020		£22,884.06						
Add: outstanding receipts	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> </table>				£0.00			
Less: outstanding payments	<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 40px;">660</td> <td style="border: 1px solid black; padding: 2px;">£140.42</td> </tr> <tr> <td>659</td> <td style="border: 1px solid black; padding: 2px;">£10.40</td> </tr> <tr> <td></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table>	660	£140.42	659	£10.40			£150.82
660	£140.42							
659	£10.40							
Balance per cashbook at 31 March 2020		£22,733.24						
Deposit Account		£7,040.81						
Betty Panks account		£537.77						
		£30,311.82						

Outstanding receipts

This should include any amounts received which have been recorded in the cashbook as being received in the period to 31 March 2020 but which appear on the bank statement after 31 March 2020.

Outstanding payments

This should include any amounts paid which have been recorded in the cashbook as being paid in the period to 31 March 2020 but which appear on the bank statement after 31 March 2020.