Bank reconciliation template

SPELSBURY PARISH COUNCIL 2025-2026

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:		
Unity Trust Current account	**11,052.22**	
HMRC - PAYE/NI credit in account	**29.26**	
		11,081.48
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		11,081.48
(should agree to Box 8 on Section 2)	ROUNDED	11,081

Outstanding receipts

This should include any amounts received which have been recorded in the cashbook as being received in the period to 31 March 2026 but which appear on the bank statement after 31 March 2026.

Outstanding payments

This should include any amounts paid which have been recorded in the cashbook as being paid in the period to 31 March 2026 but which appear on the bank statement after 31 March 2026.