

Bank reconciliation template

PRESTON RICHARD PARISH COUNCIL

	£	£
Balance per bank statements at 31 March 2025:		
Account Name:		
Current Account	2,877.52	
Deposit Account	60,987.38	
		63,864.90
Add: outstanding receipts (enter these as positive numbers)		
	-	
	-	
	-	
		-
Less: outstanding payments (enter these as negative numbers)		
	-	
	-	
	-	
		-
Balance per cashbook at 31 March 2025		63,864.90
(should agree to Box 8 on Section 2)		

Outstanding receipts  
This should include any amounts received which have been recorded in the cashbook as being received in the period to 31 March 2025 but which appear on the bank statement after 31 March 2025.

Outstanding payments  
This should include any amounts paid which have been recorded in the cashbook as being paid in the period to 31 March 2025 but which appear on the bank statement after 31 March 2025.

