

Smaller authorities audit guidance

Bank reconciliation template

31 March 2019

| | | £ | £ |
|-------------------------------|---------------|--------|---|
| Balance per bank statement at | 31 March 2019 | | 3575.86 |
| Add: outstanding receipts | | | |
| | | | |
| | | | |
| Less: outstanding payments | | | |
| | | 0.05 | 100582 |
| | | 444.00 | 100585 |
| | | 49.14 | 100594 |
| | | | - |
| Balance per cashbook at | 31 March 2019 | | <u>£3082.67</u> + £407.96 <u>£3490.63</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 2019 but which appear on the after 31 March 2019

Outstanding payments

This should include any amounts paid which have been recorded in the cashbook as being paid in the period to 31 March 2019 but which appear on the 31 March 2019