

**Bank reconciliation template**

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:

GPC Lloyds Bank	5,663.00
Add Name	Add amount
Add Name	Add amount
Add Name	Add amount
Add Name	Add amount

5,663.00

**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**  
(should agree to Box 8 on Section 2)

5,663.00