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| **Bank reconciliation template** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  | **£** | **£** |  |
|  |  |  |  |  |  |  |  |
|  | Balance per bank statement at 31 March 2023 |  | **12,935.55**  |  |
|  |  |  |  |  |  |  |  |
|  | Add: outstanding receipts |  |  |  |  |
|  |  |  |  |  |   |  |  |
|  |  |  |  |  |   |  |  |
|  |  |  |  |  |   |  |  |
|  |  |  |  |  |  | -  |  |
|  |  |  |  |  |  |  |  |
|  | Less: outstanding payments |  |  |  |  |
|  |  |  |  |  |   |  |  |
|  |  |  |  |  |   |  |  |
|  |  |  |  |  |   |  |  |
|  |  |  |  |  |  | -  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Balance per cashbook at 31 March 2023 |  | **12,935.55**  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Outstanding receipts |  |  |  |  |  |
|  | This should include any amounts received which have been recorded in the cashbook |
|  | as being received in the period to 31 March 2023 but which appear on the bank statement |
|  | after 31 March 2023. |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Outstanding payments |  |  |  |  |
|  | This should include any amounts paid which have been recorded in the cashbook as  |
|  | being paid in the period to 31 March 2023 but which appear on the bank statement after |
|  | 31 March 2023. |  |  |  |  |  |