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| **Bank reconciliation template** | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  | **£** | **£** |  |
|  |  |  |  |  |  |  |  |
|  | Balance per bank statement at 31 March 2023 | | | |  | **12,935.55** |  |
|  |  |  |  |  |  |  |  |
|  | Add: outstanding receipts | | |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | - |  |
|  |  |  |  |  |  |  |  |
|  | Less: outstanding payments | | |  |  |  |  |
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|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | 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. | |  |  |  |  |  |