

**Smaller authorities audit guidance**

**Bank reconciliation template**

31 March 2020

		£	£
Balance per bank statement at	31 March 2020		27,846.66
Add: outstanding receipts			
			-
Less: outstanding payments			
Michael Hardinge Trust		150.00	
			150.00
Balance per cashbook at	31 March 2020		27,696.66

Outstanding receipts

This should include any amounts received which have been recorded in the cashbook as being received in the period to 31 March 2020, but which appear on the bank statement after 31

Outstanding payments

This should include any amounts paid which have been recorded in the cashbook as being paid in the period to 31 March 2020, but which appear on the bank statement after 31 Mar

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