

Smaller authorities audit guidance

Bank reconciliation template

		Balance per bank statement at 31 March 2020	
Barclays Current Account		29025.62	
Barclays Tracker Account		23826.60	
		Add: outstanding receipts	
Allotment tenancy		20	
Allotment tenancy		20	
Allotment tenancy		20	
		Less: outstanding payments	
	M Dempsey	Grass cutting invoice	3,270.00
	Clerk	March wages	602.23
Street Cleaner		March wages	362.16
	OALC	Subscription	386.96
Communtiy First		Subscription	70
Tetbury		Annual payroll costs	258
HMRC		Quarterly deductions	233.60
G Ewers		Maintenance Works	60

Outstanding receipts

This should include any amounts received which have been received in the period to 31 March 2020 but which have not been recorded in the accounts after 31 March 2020.

Outstanding payments

This should include any amounts paid which have been recorded in the accounts but which have not been paid in the period to 31 March 2020 but which apply to the period to 31 March 2020.

£

£

52,852.22

60

52,912.22

5,242.95

RECONCILED BALANCE £47,669.27

en recorded in the cashbook
ich appear on the bank statement

ecorded in the cashbook as
ear on the bank statement after