

**Smaller authorities audit guidance**

**Bank reconciliation template**

Sandford St Martin Parish Council

	£	£			
Balance per bank statement at 31 March 2020		5,906.93			
Add: outstanding receipts	<table border="1"><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr></table>				-
Less: outstanding payments	<table border="1"><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr></table>				-
Balance per cashbook at 31 March 2020		<u>5,906.93</u>			

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 March 2020.

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 March 2020.