**BANK RECONCILIATION**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Balance per bank statements as at 31 March 20XX:** | | **£** | **£** |
| Lloyds TSB 0312232 |  | 69916 |  |
| Lloyds TSB 1026195 |  | 3354.56 |  |
| Royal Bank of Scotland | 10150791 | 4615.53 |  |
| Nationwide 71159423 |  | 4270.62 |  |
| Petty Cash |  | 67.27 |  |
| **13007.16** | | | |
| **Less: any unpresented cheques at 31 March 20XX** | | | |
| **Cheque number** | 00070 | (408) |  |
|  | 00076 | (915.87) |  |
|  | 00077 | (346) |  |
|  | 00078 | (312.50) |  |
|  | 00079 | (161) |  |
| **P(2152.11)** | | | |
| **Add: any un-banked cash at 31 March 20xx** | |  |  |
| **Net balances as at 31 March 20xx** | |  | **10855.05** |

**The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:**

|  |  |
| --- | --- |
| **CASH BOOK** | |
| Opening Balance 1 April 20XX | 12613.47 |
| Add: Receipts in the year | 8869.12 |
| Less: Payments in the year | (10627.54) |
| Closing balance per cash book [receipts and payments book] as at  31 March 20XX (must equal net balances above) | **10855.05** |