

Bank reconciliation 31.03.2024

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to Box 8 on Section 2 of the AGAR and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that outstanding payments should be entered as negative figures.

	£	£
Balance per bank statements at 31 March 2024:		
Unity Trust Current Account	28,938.61	
Unity Trust Deposit Account	214,978.94	
Unity Trust Deposit Account	504.15	
		244,421.70
Petty cash (if applicable)		97.64
Add: outstanding receipts		
22/03/2024 A01048	901.00	
15/03/2024 G00890	270.00	
22/03/2024 M00930	30.00	
22/03/2024 M00931	15.00	
21/03/2024 M00364	50.00	
22/03/2024 M00365	50.00	
22/03/2024 M00365	35.00	
28/03/2024 G00291	25.00	
28/03/2024 G00291	12.50	
		1,388.50
Less: outstanding payments		
20/09/2023 109575	(90.00)	
20/09/2023 109589	(15.00)	
20/09/2023 109590	(10.00)	
		(115.00)
Balance per cashbook at 31 March 2024		<u>245,792.84</u>
(should agree to Box 8 on Section 2)		

Outstanding receipts

This should include any amounts received which have been recorded in the cashbook as being received in the period to 31 March 2024 but which appear on the bank statement after 31 March 2024.

Outstanding payments

This should include any amounts paid which have been recorded in the cashbook as being paid in the period to 31 March 2024 but which appear on the bank statement after 31 March 2024.