

## Confirmation of Departmental Cash Holdings and Sterling / Currency Advances 30 June 2018

(Nil returns are required)

### Section A – General Information

1. Department name \_\_\_\_\_

2. Department code \_\_\_\_\_

3. Does the Department operate any of the following:

- **Petty Cash**
- **Cash Remuneration Imprest**
- **Till Float**
- **Sterling / Currency Advance accounts**

(Transaction codes **SPAA, SPAB, SPCA** or **UNDF**)

**Yes / No**

*If 'Yes' please complete Sections **B** and **C***

*If 'No' please complete Section **C***

## Section B – Cash Holdings

### 1. Petty Cash (SPAA)

Authorised float      £ \_\_\_\_\_

Does the physical cash held and any un-replenished expenditure as at 30 June 2018 match the authorised float value?

**Yes / No**

*If 'No' please attach details of the variance.*

### 2. Cash Remuneration Imprest (SPAB)

Balance outstanding at 30 June 2018    £ \_\_\_\_\_

Does the physical cash held and as at 30 June 2018 match the account balance?

**Yes / No**

*If No please attach details of the variance.*

### 3. Till floats (SPCA)

Balance outstanding at 30 June 2018    £ \_\_\_\_\_

Does the physical cash held and as at 30 June 2018 match the account balance?

**Yes / No**

*If 'No' please attach details of the variance.*

### 4. Sterling / Currency Advances (UNDF)

Balance outstanding at 30 June 2018    £ \_\_\_\_\_

Is the outstanding balance fully accounted for as relating to current projects?

**Yes / No**

*If 'No' please attach details of the variance.*

## Section C – Contact Information

Form prepared by:

*(please provide contact details in case of query)*

Signature	
Print Name	
Position	
Telephone no.	
Email address	

### Authorisation

I, the undersigned, confirm that the details above were correct and true as at 30 June 2018.

Signature	
Print name	
Position	
Date	

**Please return this completed form to:**

The Cashier  
Finance Division  
Ground floor  
Greenwich House  
Madingley Rise  
Cambridge CB3 0TX

Or email:

[UFSCashier@admin.cam.ac.uk](mailto:UFSCashier@admin.cam.ac.uk)

Telephone:

01223 748867

If you have any questions or need clarification on any aspects of this form.