Confirmation of Departmental

Cash Holdings and Sterling / Currency Advances

30 June 2020

(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 2020 match the authorised float value?

Yes / No

*If ‘No’ please attach details of the variance.*

1. Cash Remuneration Imprest (SPAB)

Balance outstanding at 30 June 2020 £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the physical cash held and as at 30 June 2020 match the account balance?

Yes / No

*If No please attach details of the variance.*

1. Till floats (SPCA)

Balance outstanding at 30 June 2020 £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the physical cash held and as at 30 June 2020 match the account balance?

Yes / No

*If ‘No’ please attach details of the variance.*

1. Sterling / Currency Advances (UNDF)

Balance outstanding at 30 June 2020 £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 2020. |
| |  |  | | --- | --- | | 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.