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

Telephone:

01223 748867

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