

Confirmation of Departmental Cash Holdings and Sterling / Currency Advances 30 June 2024

(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 2024, 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 2024 £ _____

Does the physical cash held and as at 30 June 2024 match the account balance?

Yes / No

If No please attach details of the variance.

3. Till floats (SPCA)

Balance outstanding at 30 June 2024 £ _____

Does the physical cash held and as at 30 June 2024 match the account balance?

Yes / No

If 'No' please attach details of the variance.

4. Sterling / Currency Advances (UNDF)

Balance outstanding at 30 June 2024 £ _____

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 2024.

Signature	
Print name	
Position	
Date	

Please return this completed form by email attachment (PDF preferred) to:

UFSCashier@admin.cam.ac.uk

Telephone: 01223 748867 If you have any questions or need clarification on any aspects of this form.

The Cashier
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