YEAR END CERTIFICATE OF PETTY CASH HELD AS AT 31st JULY

Department:

Float Holder:

Float Amount:

Budget Holder:

Budget Code for Float:

Entity	Cost Centre 1	Cost Centre 2	Expense Code

Declaration

I confirm that the balance held in this float as at 31st July _____ is as follows:

Cash Held	£…………………………………….
Receipts Held	£…………………………………….
Total	£…………………………………….

I also confirm that all petty cash funds are kept in a secured locked box, in a secure fireproof safe.

Float Holder Signature: _____

Date:

Countersigned By: _____

Budget Holder Signature: _____

Date:

Please complete ALL fields and return to Cashiers in the Finance Division within 5 working days of 31st July. Incomplete forms will be returned and asked to resubmit in full.

Finance Division, 5th Floor, Lionel Robbins Building, LRB5.02.