



Petty Cash - Reimbursement Claim

Claim for From To Year Claim No:	Dates	Establishment Address	DfES No: 1234
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Section A To the Payments Section

Please reimburse Petty Cash in accordance with the attached schedule amounting to

I certify that this expenditure is properly chargeable to the Council and that the cash in hand/bank is correct. My total imprest is specified in Section C.

Signature: _____ Date: _____

Section B Bank Reconciliation

Balance per last bank statement Dated: _____ No: _____	
Add: amounts paid in but not on statement	
Sub-total	
Less: Cheques drawn not on statement	
Bank Balance	
Balance of tin	
Total bank and cash to agree with Section C - cash in hand	

Section C Petty Cash Imprest Reconciliation

Amount of this claim	
Cash in hand FMS6	
Add: claims not received	
Total (must agree with imprest)	

Section D For use by the Finance Department only

Suppliers Reference	Special Instructions

Section E

X	VAT	V	Total Excl VAT

Section F Summary of Expenditure (excluding VAT)

Ledger Code	School	Fund	Amount
	1234		
	1234		
	1234		
	1234		
	1234		
	1234		

Ledger Code	School	Fund	Amount
	1234		
	1234		
	1234		
	1234		
	1234		
	1234		

Please return this form to the Payments Section