|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WEST BERKSHIRE DISTRICT COUNCIL****ANNUAL CERTIFICATE OF CHANGE / CASH / CASHIERS****CONCESSIONARY FARES FLOAT**Location of Float.....................................................................................................................I hereby certify that the amount of cash held by me as a float for change / cash / cashiers / concessionary fares (please highlight & underline type of float) at close of business on 31 March 2020, amounted to:-

|  |
| --- |
| Amount in Cash: £ |
|  |
|  |
| Name (Please Print): |
|  |
|  |
| Signature: |
|  |
|  |
| Designation: |
|  |
|  |
| Department / Section:Cost centre: |
|  |
|  |
| Date: |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  **WEST BERKSHIRE DISTRICT COUNCIL****ANNUAL CERTIFICATE OF PETTY CASH**Location of Petty Cash.....................................................................................................I hereby certify that the amount of cash and vouchers held by me as Petty Cash on 31 March 2020 amounted to:-

|  |  |
| --- | --- |
| Amount in Cash | £ |
| Amount in unclaimed vouchers | £ |
| TOTAL PETTY CASH HELD | £ |

|  |
| --- |
| Name (Please Print): |
|  |
|  |
| Signature: |
|  |
|  |
| Designation: |
|  |
|  |
| Department / Section:Cost centre: |
|  |
| Address & Telephone Number: |
|  |
| Date: |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WEST BERKSHIRE DISTRICT COUNCIL****ANNUAL CERTIFICATE OF STOCK**

|  |  |
| --- | --- |
| Location of Stock: |  |

I hereby certify that the value of stock held at the above location at close of business on 31 March 2020, amounted to:

|  |  |
| --- | --- |
|   | £ |
|  |  |
|  |  |
| Name (Please Print): |
|  |
|  |
| Signature: |
|  |
|  |
| Designation: |
|  |
|  |
| Department / Section:Cost centre: |
|  |
|  |
| Date: |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WEST BERKSHIRE DISTRICT COUNCIL****ANNUAL CERTIFICATE OF IMPREST ACCOUNT BALANCE**Location of Establishment and cost centre................................................................................... ....................................I hereby certify that the total held as an Imprest Account on 31 March 2020amounted to:- £

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Balance on bank statement number |  | as at 31 March 2020 |  |  |
|  |
| Adjustments for transactions not shown on statement: |  |  |  |
|  |
|  £ |
| Add: | Receipts not yet credited to the account |  |  |  |
|  |
| Less: | Unpresented cheques not debited to the account |  |  |  |
|  |
|  | Other adjustments (please give details below\* |  |  |  |
|  |
| **Adjusted bank balance as at 31 March 2020** |  |  |
|  |
| Add: | Total held in cash: |  |  |
|  |
|  | Imprest claims not yet reimbursed: |  |  |
|  |
|  |
| **TOTAL IMPREST HELD at 31 March 2020** |  |  |

|  |  |
| --- | --- |
| \*Details of other adjustments: |  |
| Bank account number: |  |
| Name (please print): |  |
| Signature: |  |
| Designation: |  |
| Date: |  |

 |