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| **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: | |

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| **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: | |

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| **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: | | |

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| **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 2020  amounted 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: |  | |