



DERBY CITY COUNCIL

Policy Document

Derby City Council Maintained Schools Imprest Policy (Including the use of debit cards)

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1. Introduction

1.1 Imprest Accounts – Policy and Procedure

The following policy applies to all schools using imprest accounts (including the use of debit cards), and covers the processes, procedures and responsibilities that are necessary when administering such accounts. This policy ensures that secure and robust processes are followed in order to reduce the risk of unauthorised access and the possibility of discrepancies arising.

Head Teachers must ensure that all staff with a responsibility for imprest accounts and who make purchases from imprest have read and understood this policy and that it is adhered to at all times. Furthermore, all staff should have access to the policy and be made aware that disciplinary procedures may be taken against them if they fail to comply with the policy. Such procedures will be in line with the code of conduct as approved by the Governing body.

The policy represents the minimum standard within which the school must operate and is designed to ensure compliance with the School's Financial Procedure Rules. Management may incorporate additional procedures only if they enhance the requirements of the Policy.

Any instances of non-compliance must be reported to the Head Teacher, Chair of Governors or Head of Governance & Assurance for investigation.

This policy should also be read in conjunction with the School's Financial Regulations. The financial regulation document sets out the school financial responsibilities and financial limits which should be regularly reviewed.

1.2 Imprest Accounts – What are they?

An imprest account is a local, Derby City Council, bank account that sits alongside a school's other accounts.

Imprest accounts are designed to help schools purchase some lower value goods and services where purchase by official order would be impractical.

Payment from an imprest account may be made by cash, cheque or debit card. Debit card payments through imprest must be made with a card attached to the imprest account.

Imprest accounts are for staff use only and may not to be used by the general public. However, they can be used to buy resources on behalf of the children within the school. They must not be used for personal use and should only be used when other forms of ordering are not possible.

Every time funds from imprest are required for a purchase one of the following processes is followed:

- Money is physically taken out of the petty cash tin (usually out of a locked tin held in the school safe) if the school maintains a petty cash float.
- A cheque is written from the cheque book attached to the imprest account.

- A debit card payment is made using a debit card attached to the imprest account.

In each case an imprest voucher must be completed (see chapter 5.1).

For example, you may be given £10 from the petty cash tin to go to the post office, having first completed an imprest voucher. When you return, you will have a VAT receipt (remember, always get a receipt) for £3.14 and £6.86 in change. The two sums combined is equal to the £10 you took out of the fund.

The VAT receipt and change is put back in the petty cash tin and a record of the date, amount, and type of transaction is recorded on the imprest voucher and the imprest record sheet.

The need for security of cash and monthly reconciliations to the cash tin and the bank account are paramount to ensure sufficient funds are always available and to minimise the risk of fraud. At no point should the account become overdrawn. Any charges as a result of an overdrawn account become a charge to the school's delegated budget.

Once the imprest account balance is low the bank account is replenished.

The flowchart at **Appendix 1** is a quick guide to show how the account operates.

2. Setting up and Changes to the Imprest Account

2.1 Imprest Accounts

Imprest accounts should only be used for the purposes outlined in this policy and when it is not possible to issue an official order. Every attempt should be made to use the official electronic order process approved by Derby City Council before choosing to use imprest. Imprest accounts benefit from separate bank accounts and the access to a cheque book and debit card.

2.2 Application for an Account

All applications must be made through the Schools Finance Team, Derby City Council. The team will ensure that the correct procedures are carried out and that accounts are set up to form part of Derby City Council's financial accounts.

Schools whose accounts are not consolidated with Derby City Council accounts, such as Foundation Schools, will have the autonomy to set up their own accounts and arrangements for payments.

The flowchart at **Appendix 2** shows the correct process for setting up, or making amendments to, the imprest account.

The form at **Appendix 3** should be used if a change to the signatories on the account is required.

2.3 Application for a Debit Card

Schools wishing to add a debit card to their imprest account should contact the Schools Finance Team by e-mail in the first instance, who will arrange for the relevant application forms to be issued.

Those schools wishing to withdraw cash via a debit card will need to fill in the form in **Appendix 9**, please be mindful that ONLY authorised, named officers will be able to withdraw cash.

3. Limits

3.1 Bank Limit

The 'bank limit' governs the maximum balance that is permitted to build up on the imprest account.

The maximum limit of the account must be kept low – the most appropriate limit will vary according to the size of the school and must be determined by the Governing Body. The account must not be allowed to be overdrawn; the bank will have been informed of this restriction

The bank account limit should be agreed with the Head teacher though the Director of Financial Services will have the final approval. This is to minimise the risk to Derby City Council inline with financial responsibilities.

All limits will be reviewed annually as part of the Governing Body's responsibility for finance. The finance committee can recommend limits to imprest purchases and individual transactions. This must be ratified by the Governing Body.

Payment limits should reflect the limits as written down in the latest Financial Procedure Rules. The individual transaction limit is currently £100 and this has been agreed by the governing board and documented in the schools financial delegations and financial procedures. It is not acceptable to circumvent this limit by producing two individual receipts for amounts of less than £100, when the total value of the transaction is above this limit.

Consideration should also be given to the frequency of transactions made through the imprest account. If many transactions are being posted to the imprest account to the same suppliers, though the imprest account balance may remain within the agreed limit then using Cia would be the more appropriate means of raising an order.

Daily debit card cash withdrawal limits for those officers authorised to do so and for the purpose of a petty cash float within the school is set at £200 per withdrawal, however this will be less if the school's insurance safe limit is lower.

Any monies withdrawn must be paid into the petty cash float and clearly recorded on the petty cash record sheet as a replenishment (top-up) of the float. No purchases are to be made via the cash without the correct recording of top-ups

3.2 Appropriate Spends

The appropriateness of expenditure through imprest is reliant on the integrity of the individuals using the accounts. Individuals must be able to demonstrate that expenditure incurred was for a particular school activity.

Salaries, wages, fees and taxable expenses must never be paid through imprest accounts.

Travel expenses, parking fees and taxis/buses for staff should not be paid through these systems as any type of staff expense (paid for out of a member of staff's own funds) will need to be claimed back in the proper way through the travel and subsistence system via payroll. This is a tax requirement, and any breach could result in a tax audit.

Loans must not be made to staff or personal cheques cashed from any account.

Imprest should not be used for the following purchases:

- Food and Snacks for staff
- Celebration cards, e.g., birthday, wedding, sickness, leaving for staff
- Flowers for staff
- Christmas presents for staff
- Alcohol for staff

3.3 Appropriate use of the Imprest Debit Card

Debit card facilities attached to the imprest account allow for purchases to be made over the internet. This in itself can serve the school in achieving better value for money. However, any internet purchase must be made through secure sites (secure sites start with the prefix **https://**).

Examples of the type of internet purchases allowable include:

- Books
- School resources
- Travel bookings
- cookery items
- on-line subscriptions

For any further advice/guidance on Derby City Council corporate contracts please contact the procurement team procurement@derby.gov.uk or 01332 643271.

4. Reimbursements to Employees

It is necessary for all requests from staff for reimbursement to be thoroughly checked. In the first instance the officer responsible for reimbursement must check that all receipts comply with this policy ensuring that items of expenditure are both appropriate and that VAT is correctly calculated and recovered.

Aside from completing an imprest voucher, each transaction should be recorded on an imprest record sheet (example in **Appendix 4**); this can simply be a spreadsheet that records transactions and details amounts purchased.

VAT receipts should be drawn through (single red line) once reimbursements have been made. The receipt must remain legible.

In exceptional circumstances reimbursement may be made without prior approval for the purchase. In such cases reimbursement will be at the Authorising Officer's discretion.

5. Controls

5.1 Vouchers

Vouchers are confirmation slips that record the purchase of goods and the total value reimbursed. A voucher template can be found in **Appendix 5**. Vouchers must be pre-numbered and completed in sequence. Use of any other template must be approved by the Governing Body.

A voucher must be completed prior to purchase for all items of expenditure being claimed. Each person claiming from petty cash or the imprest account will have to sign a voucher.

The following information is a minimum requirement when completing the voucher:

- Description of goods
- Date of purchase
- Amount (figures and in words) of money initially taken if using petty cash, or the value of the cheque written or Debit card transaction
- Amount (figures and in words) of money returned.
- Valid VAT receipt.
- Reason for Purchase
- Signature and name of employee claiming reimbursement
- Signature and name of nominated petty cash officer
- Cost code to the correct budget code
- Receipts must be attached to all vouchers
- Signature of authorising officer.

All receipts resulting from a purchase and the money due for return must be returned by the next working day and the petty cash voucher must be updated with the actual amount spent.

If the nature of the goods purchased differs from the original request, this must be brought to the approvers' attention.

All expenditure must be recorded at the time it is incurred on the petty cash record sheet. The voucher must be retained by office managers as this will be prime document evidence.

5.2 VAT Receipts

Before any expenditure can be verified and reimbursed there needs to be evidence that the expenditure has been incurred. Evidence must always be in the form of an official document from the supplier such as a VAT receipt.

VAT Receipts are required for:

- **Accountability.** Every employee is accountable for the 'public money' that they spend and obtaining a receipt provides evidence that the purchase has been made, which protects staff from accusations over the misuse of funds.
- **Budget Monitoring.** A receipt also helps to ensure purchases are allocated to the correct budget heading.

VAT Receipts **must** be obtained for all items exceeding £0.50 and should be attached to the voucher that contains the claim for reimbursement.

VAT Receipts **must never** be split to make the value of an individual claim fall within the petty cash or imprest limit, or to make items comply with the above regulation regarding the £0.50 limit.

For example, if the school's own petty cash limit for reimbursement was £50 and a member of staff purchased goods for the total of £60, they must not ask for two £30 receipts, or split items themselves at a checkout. Receipts are dated and timed and these will be checked by the officer making the reimbursement.

The Council can reclaim the VAT that it pays on purchases, provided that a VAT invoice or receipt has been obtained in relation to that purchase. Where a petty cash float is held, the school should ensure that, when expenditure has been incurred that includes VAT, supporting invoices/till receipts show the following information:

- Name, address and VAT number of the supplier;
- Time of supply (i.e. date);
- A description of the goods;
- The amount payable.

Never cut receipts with scissors or stick onto a claim sheet if the receipt is double sided. The whole receipt needs to be visible.

All VAT queries should be directed to Derby City Council's Taxation Manager within the Corporate Resources Directorate.

5.3 Reclaiming VAT

When an imprest account is replenished the amount of the top up is posted to a control code within the school's main cost centre.

To comply with Consistent Financial Reporting (CFR) requirements it will be necessary to journal the actual costs incurred from the control detail code to the correct detail code headings for that type of expenditure. At the point that this is done, if any expenditure includes VAT and has an authentic VAT receipt, the VAT element of the expenditure can be transferred to the VAT cost centre and detail code.

This ensures that all eligible VAT is reclaimed and that the school does not bear the cost of the VAT.

Appendix 8 gives an example of the journals required to recode expenditure and reclaim VAT on replenishment of the imprest account.

5.4 Lost Receipts

On rare occasions where a receipt is lost or unobtainable, please indicate so on the voucher. The voucher **must be** individually signed by the Authorising Officer. Such occasions will be monitored, and frequent occurrence may result in the closure of the account.

5.5 Debit Card Purchases

Debit cards are name specific. The member of staff who is allocated a debit card must adhere to the imprest regulations as if they were handling actual cash.

All debit card purchases must be for the school and no personal purchases can be made.

Each purchase needs to be backed up by a receipt or internet confirmation of payment.

Debit cards must not be used to withdraw cash or to access cash back without prior approval from the local authority.

With the facility to issue debit cards against the imprest account having been made to schools, no-one should now need to make purchases with their own debit or credit cards. The ability to use debit cards replaces the need for individuals to use their own cards for internet payments. Individuals continuing with such practices run the risk of not being reimbursed for the purchase. All purchases must be made with the prior approval of the Head Teacher, or other member of staff nominated to do so on the school's Scheme of Delegation as the Authorising Officer.

Upon the issuing of a debit card by the bank, the named person responsible for the card will be issued with a PIN. The safety of the card and PIN will be the responsibility of the named person. This person must exercise all possible care to ensure the safety of the card and to ensure the PIN notification is destroyed immediately following receipt after memorisation of the PIN and prevent the PIN from becoming known to any other person. The card number will not be disclosed to any third party except for the purpose of a card transaction or to report the loss or theft of the card.

If the imprest account debit card is lost or stolen or for any reason liable to misuse, the school must immediately notify the bank. Until the bank receives effective notification, the school will be liable in respect of any use of the card. It must be noted that in this event, there is a risk of the whole balance of the account being withdrawn without the knowledge of the school. This risk can be minimised if the school regularly checks the balance of the account with the bank, either electronically or verbally.

The school must give the bank all the information in their possession as to the circumstances of the theft, misuse, loss of the card or disclosure of the PIN number and take all steps deemed necessary by the bank to assist in the recovery of the missing card. A card that is reported as lost, stolen or liable to misuse must not subsequently be used but must be destroyed by cutting it up into pieces and written confirmation of its destruction must be forwarded to the bank immediately.

5.6 Debit Card Cash Withdrawal

The following applies to all who have the benefit of using debit cards linked to an imprest account and require the function of obtaining cash via a cash machine (automated teller machine - ATM) to enable the operation of a petty cash float.

Due to the difficulty in obtaining cash via a cashed cheque, it is possible to obtain cash via a registered imprest debit card.

The withdrawal of such cash is permitted only by the following

- An approved officer with a registered card (must be a permanent member of staff)
- A signed approval form for maximum cash withdrawal limits (see appendix 9)

No more than two people are allowed to obtain cash for an establishment/school at any one time. Establishments or schools who wish to enable more than two officers, at any one time, to obtain cash via this method must firstly present their case to the Governing body and have the approval minuted and regularly reviewed (minimum annual review or when staff leave whichever the soonest)

This policy recommends that the maximum amount of cash withdrawal from an ATM does not exceed £200 per day.

This policy recommends that the maximum amount of cash withdrawal from a branch counter does not exceed £200 per day.

Each officer withdrawing cash must be mindful of their establishment insurance limits for cash and must ensure that cash held does not exceed those limits. (please note that establishment/schools have different insurance limits depending on the size and nature of safes, for clarification of limits of safes contact the Derby City Council Insurance section).

THE USE OF CASH TO PURCHASE GOODS OR SERVICES MUST BE THE FINAL OPTION AFTER IT CAN BE DEMONSTRATED THAT ALL OTHER METHODS HAVE BEEN CONSIDERED.

EXCESSIVE WITHDRAWALS OF CASH FROM AN IMPREST ACCOUNT WILL BE INVESTIGATED WITH THE RIGHT OF THE DIRECTOR OF FINANCIAL SERVICES TO REMOVE THE BENEFIT AT ANY TIME SHOULD THE ESTABLISHMENT OR SCHOOL DEMONSTRATE FINANCIAL MISMANAGEMENT OR A CONSTANT LACK OF FINANCIAL CONTROLS.

5.7 Debit Card Cash Withdrawal - Receipts

EVERY cash withdrawal must be evidenced by an ATM receipt.

ATM machines that are either permanently or temporarily unable to produce receipts **MUST NOT BE USED.**

Each receipt must be made available to the officer responsible for reconciling the imprest account.

Each withdrawal MUST BE paid into the petty cash float and clearly recorded on the petty cash record sheet as a replenishment (this ensures all expenditure via cash purchase is correctly recorded).

In the event of a missing receipt or the realisation that cash has been withdrawn but not substantiated by a receipt an investigation must be initiated, account information such as the card used to withdraw the cash can be obtained via the bank if not already known. The Headteacher must be informed immediately if an investigation is necessary.

Circumstances that cannot verify the instance as a genuine cash withdrawal for business use **MUST** be brought to the attention of the Director of Financial Services, within the Corporate Resources Directorate of Derby City Council, via the Schools Finance Team.

6. Reconciliations and replenishments

6.1 Imprest Reconciliation

The financial regulations state that:

“...all employees operating imprest should be able to produce upon demand to the Strategic Director of Resources cash and all vouchers to the total value of the imprest amount”

All reconciliations should be checked and countersigned by a person not involved in the day-to-day operation of the account before the reconciliation is presented for replenishment. Year end returns are required by Derby City Council and will be subject to external audit scrutiny.

It is important that reconciliations are performed before any request for reimbursement to the bank account is submitted.

When a bank statement is received for the imprest account, the balance shown on the statement must be reconciled to the claims made.

Irrespective of how often the bank account is replenished, all imprest accounts should be reconciled and balanced to the bank statement. This should be a monthly reconciliation; reconciliation sheets need to be signed and retained by the imprest holder.

The following example is a quick reconciliation check to ensure that the imprest account reconciles to the bank statement:

Total amount of **expenditure** being reclaimed

(+) *plus cash*

(+) *plus any claims not reimbursed,*

(+) *plus the balance at the bank (if held)*

Equals (=) Initial Float

Bank statements should be requested monthly

- All cheques issued or debit card purchases during the period must be checked against the statement, using the counterfoils from the cheque book and the confirmation slips from the card purchases. Cheques presented should be ticked off on the statement and ticked on the counterfoil in the cheque book.
- Any cheques not presented but issued must be deducted from the balance on the current statement.
- Any reimbursements not credited to the account must be included in the final 'balance at bank' figure.
- All calculations must be clearly written on the bank statement to prove the reconciliation for the period.

Appendix 6 gives an example of a reconciliation using the DCC template. This template is also applicable for schools as the principles of reconciliation remain the same.

Appendix 7 covers in detail the steps involved in reconciling the imprest account.

6.2 Overdrawn Accounts

Under no circumstances should a bank balance become overdrawn. An overdrawn account must be brought to the attention of the Head Teacher immediately. A decision will then be made as to whether or not the imprest account can remain open. A review of the imprest limit will also be required.

6.3 Missing / Surplus Monies

Any missing monies need to be reported to the Head Teacher immediately. The missing amount must be recorded in the accounts as missing money. Regular occurrences will need to be dealt with by the Governing Body. Under no circumstances should a member of staff 'make up' shortfalls to balance accounts.

Any monies found to be surplus must also be recorded in the accounts as additional income.

6.4 Replenishment

Requests for replenishing the imprest account should be made to the Schools Finance Team, Derby City Council, and should be sent by email to schoolfinanceteam@derby.gov.uk. Requests must come from the Head Teacher, School Business Manager, or another staff member with authorisation to do so as set out in the school's Scheme of Delegation (the 'Authorising Officer').

These imprest replenishments, or top up payments, will be charged to the school's main revenue cost centre and posted to the detail code **66773** Miscellaneous Expenditure. This code should not be used for any other purpose other than for imprest.

The detail **code 66773** Miscellaneous Expenditure acts as a holding account and will need to be cleared every month. In clearing the holding account, you are ensuring that the correct detail codes are charged with the correct expenditure, a requirement of Consistent Financial Reporting (CFR), and that all VAT that you are eligible to reclaim is accounted for correctly.

Therefore, the balance on the holding account after completing all necessary journals should match the balance in imprest at the point of reconciliation, and any payments made from imprest are shown correctly in the school's accounts.

Appendix 8 discusses the matter further and shows the journals required to clear the holding account and reclaim VAT.

7. Security

7.1 Cash and Cheque Security

Imprest accounts will have cash from cashed cheques and debit card withdrawals.

Cash in hand **must** be securely locked in a safe or cabinet at all times and the payments and record keeping limited to one or two officers.

Cheque books must be used in order and kept in a safe. A list of cheque books must be kept at the location.

Debit cards issued must be recorded and a staff list kept in a secure safe or cabinet.

There are **two** permitted options for the secure keeping of cash, depending on amounts of cash held:

- A safe,
- A locked cash tin in a locked drawer / similar secure location

All safes need to be authorised by Derby City Council's Insurance Section. Each safe will be given an insurance limit, dependent on the actual type of safe in use. If you are not sure whether your safe falls into an acceptable category, then please contact the insurance section, Resources Directorate.

If you do not have a safe, then there will be a maximum amount that can be kept in a locked cash tin, this needs to be verified by the insurance section.

A set of keys should be allocated to **two** officers only as follows:

Primary Key Holder - has overall responsibility for the day-to-day security of money held within the school.

Secondary Key Holder – should be consulted during periods of holiday and general absenteeism to ensure that continuity of security is maintained.

Any loss of keys must be reported immediately to the insurance section. The insurance section will then inform Internal Audit and the relevant Head Teacher

Both officers will ensure continuity of security by ensuring that, as a key holder, each set of keys is permanently secured on their person, to prevent unauthorised access. All keys must be removed from the premises overnight.

Note: The Authority's insurance cover may be invalidated if the authority fails to ensure correct security measures.

7.2 Cash and Key Handover

If keys are transferred between staff, a key transfer register should be completed to ensure a record is maintained of where keys are allocated. Part of the key transfer process is to record the cash in the tin at the time of transfer.

7.3 Card Transfer and Handover

Debit cards must not be transferred between staff. Cards are name specific and should only be allocated to permanent members of the school staff.

If Staff leave it must be part of the exit process that all debit cards are returned, and the Schools Finance Team are notified immediately so that the card can be withdrawn. Any unauthorised purchases made after a member of staff has left will be the responsibility of the school.

7.4 Identity Theft

'Card not present' fraud occurs when fraudsters steal the card details and use them to buy things over the Internet or by phone, fax or mail. Always be aware of who you are dealing with.

To protect yourself:

- Always remember to log out of any websites where you've entered your card details.
- Only enter your card details on secure sites (i.e., those whose web address begins with 'https' and have a padlock in the browser window).
- Keep a close eye on your statements and report any fraudulent transactions immediately.

Identity theft occurs when a fraudster uses the schools details to open or access card accounts in the schools name, nominating themselves as account signatory.

To protect yourself:

- Ensure invoices, bank statements and other documents containing the schools details are kept in a locked filing cabinet which has limited access.
- If you suspect your mail is being stolen, contact the Royal Mail Customer Enquiry Line to check if a mail redirection order has been made in the schools name without your knowledge

8. Other

8.1 Year End – Responsibilities of Account Holders.

The Council is required to provide external audit with an assurance that we have evidence checked all accounts at the end of the financial year. The financial regulations state that anyone operating an imprest account must provide the Director of Financial Services with a certificate of the value of the account held at 31st March each year. This requirement includes the accounts of maintained schools within the City, and such schools will be subject to the same strict external audit. Any school failing to comply with financial regulations will jeopardise the certification of Derby City Council accounts.

To ensure that imprest accounts comply with audit regulations the School Finance Team issues certificates to all schools annually, who must then complete the certificate stating the various balances at the end of the financial year, 31st March. This declaration should be checked and countersigned by a senior officer not involved in the day-to-day operation of the account. It must then be returned to finance by a prearranged date. Any certificates not returned will be notified to external audit.

Appendix 10 shows an example of the certificate issued to schools at year end 31st March.

8.2 Absenteeism

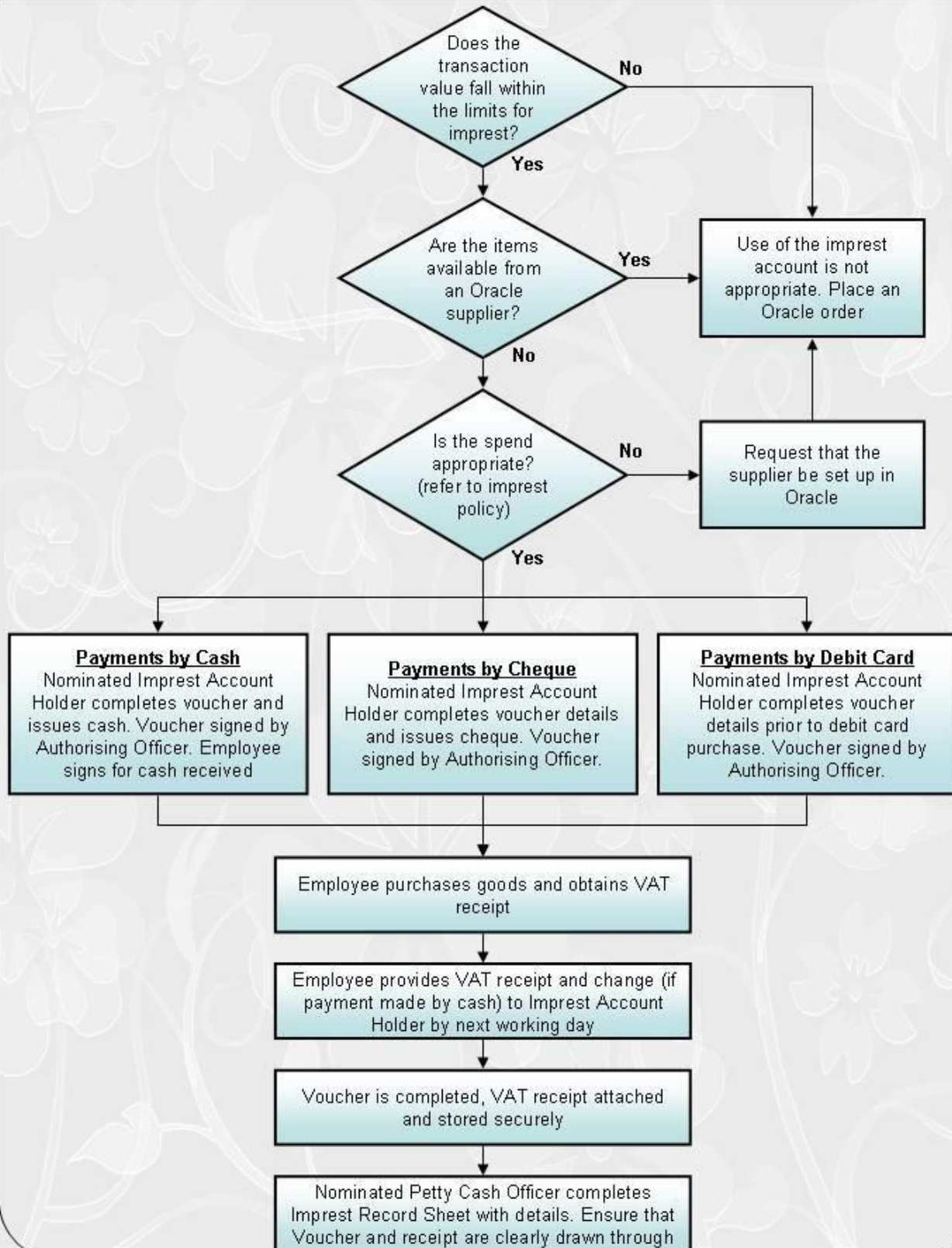
If leave is taken during the school term, and during periods of absenteeism, clear segregation of duties must be maintained. A senior officer linked to the imprest account must nominate a replacement to undertake imprest administrative duties.

8.3 Confidential Reporting Code (Whistle-Blowing)

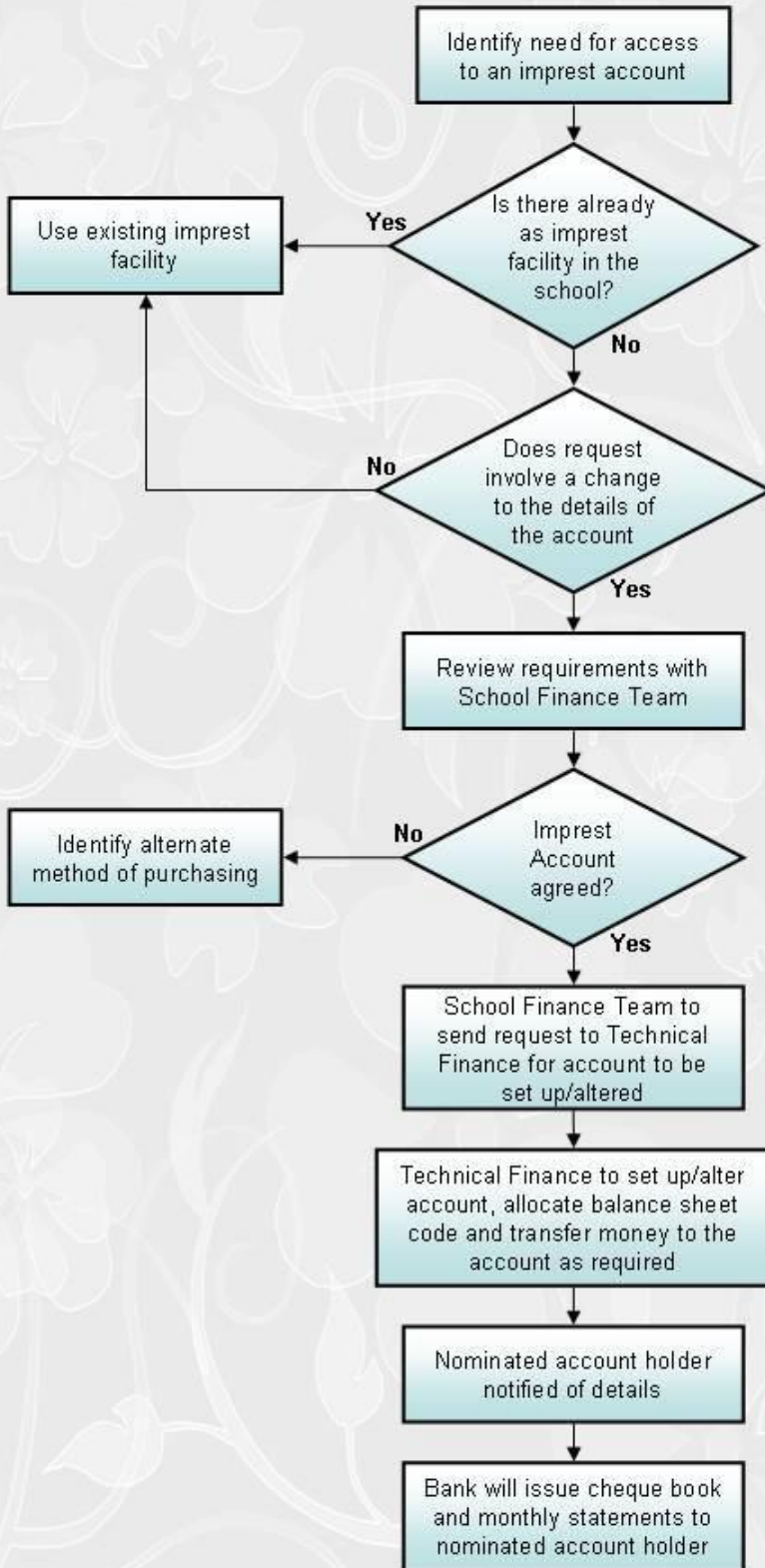
If anyone suspects any form of fraudulent activity or misuse of an imprest account they can raise their suspicions with either the Head Teacher, Chair of Governors or Derby City Council Internal Audit, or alternatively follow the school's whistle-blowing policy. Any such instances will be treated as confidential and anonymous; the integrity of staff is paramount when dealing with public funds.

9. APPENDICES

Using the Imprest Account



Setting up or Amending a School Imprest Account



3 Additional account signatory(s) - additional person(s) authorised to sign for the Business/Organisation

3.1 First additional account signatory details

Date changes effective from:

Title: Mr Mrs Miss Ms Other title

First name(s)

Last name

Do you currently have an account with Lloyds Bank? Yes No
If yes please complete

Sort code Account number

If no we may be required to contact you to obtain standard identification and verification documentation.

Position held

Specimen signature of person who will sign for you

This change requires confirmation by approved signatories in Section 4.

Panel/category of signatory per main mandate (if applicable)

Any other information including restrictions

3.2 Second additional account signatory details

Date changes effective from:

Title: Mr Mrs Miss Ms Other title

First name(s)

Last name

Do you currently have an account with Lloyds Bank? Yes No
If yes please complete

Sort code Account number

If no we may be required to contact you to obtain standard identification and verification documentation.

Position held

Specimen signature of person who will sign for you

This change requires confirmation by approved signatories in Section 4.

Panel/category of signatory per main mandate (if applicable)

Any other information including restrictions

3.3 Third additional account signatory details

Date changes effective from:

Title: Mr Mrs Miss Ms Other title

First name(s)

Last name

Do you currently have an account with Lloyds Bank? Yes No
If yes please complete

Sort code Account number

If no we may be required to contact you to obtain standard identification and verification documentation.

Position held

Specimen signature of person who will sign for you

This change requires confirmation by approved signatories in Section 4.

Panel/category of signatory per main mandate (if applicable)

Any other information including restrictions

3 Additional account signatory(s) - additional person(s) authorised to sign for the Business/Organisation continued

3.4 Fourth additional account signatory details

Date changes effective from:

DDMMYY

Title Mr Mrs Miss Ms Other title

Mr Mrs Miss Ms

First name(s)

Last name

Do you currently have an account with Lloyds Bank? Yes No

If yes please complete

Sort code Account number

If no we may be required to contact you to obtain standard identification and verification documentation.

Position held

Specimen signature of person who will sign for you

This change requires confirmation by approved signatories in Section 4.

Panel/category of signatory per main mandate (if applicable)

Any other information including restrictions

4 Confirmation by authorised parties of the Business/Organisation

To be signed on behalf of the Business/Organisation in accordance with your existing bank mandate.

First authorised party

Name

Signature

Date

Third authorised party

Name

Signature

Date

Second authorised party

Name

Signature

Date

Fourth authorised party

Name

Signature

Date

For bank use only – to be completed by Accredited member of the Relationship Team

First additional account signatory

Authorisation confirmed – signed in accordance with the bank mandate

Print name

OR

Centre to confirm authorisation

Is additional signatory a KAP?

Yes

No

File number

If yes send 1365 and ID&M

Signature of Accredited member of the Relationship Team

If no please state rationale

Date

Second additional account signatory

Authorisation confirmed – signed in accordance with the bank mandate

Print name

OR

Centre to confirm authorisation

Is additional signatory a KAP?

Yes

No

File number

If yes send 1365 and ID&M

Signature of Accredited member of the Relationship Team

If no please state rationale

Date

Third additional account signatory

Authorisation confirmed – signed in accordance with the bank mandate

Print name

OR

Centre to confirm authorisation

Is additional signatory a KAP?

Yes

No

File number

If yes send 1365 and ID&M

Signature of Accredited member of the Relationship Team

If no please state rationale

Date

Fourth additional account signatory

Authorisation confirmed – signed in accordance with the bank mandate

Print name

OR

Centre to confirm authorisation

Is additional signatory a KAP?

Yes

No

File number

If yes send 1365 and ID&M

Signature of Accredited member of the Relationship Team

If no please state rationale

Date



Imprest & Petty Cash Voucher

Date

Voucher Number

Part A: To be completed in advance of purchase

Description of goods		
Amount of money initially taken (in figures & words)	£	
Reason for purchase		
Cost centre		
Signature and name of employee claiming reimbursement		
Signature and name of nominated petty cash officer		
Signature and name of Authorising officer		

ALL receipts and money due for return must be returned the next working day. If goods purchased differ from the original request, this must be brought to the approvers' attention.

Part B: To be completed after purchase

Amount of money returned (in figures & words)		
Petty cash record sheet updated by:-		



Imprest & Petty Cash Voucher

Date

Voucher Number

Part A: To be completed in advance of purchase

Description of goods		
Amount of money initially taken (in figures & words)	£	
Reason for purchase		
Cost centre		
Signature and name of employee claiming reimbursement		
Signature and name of nominated petty cash officer		
Signature and name of Authorising officer		

ALL receipts and money due for return must be returned the next working day. If goods purchased differ from the original request, this must be brought to the approvers' attention.

Part B: To be completed after purchase

Amount of money returned (in figures & words)		
Petty cash record sheet updated by:-		



From: _____

IMPREST ACCOUNT RECONCILIATION

EXAMPLE

Nature of Advance	Cash		Vouchers / Receipts	
	£	p	£	p
Imprest -				
Details Cost Centre				
balance at bank (per statement attached)	40	00		
claims not yet credited	75	00		
cheques not yet debited	-12	00		
cash in hand	42	00		
vouchers/receipts			55	00
Change Floats etc -				
Details Cost Centre				
TOTAL	145	00	55	00

COMBINED TOTAL

200	00
-----	----

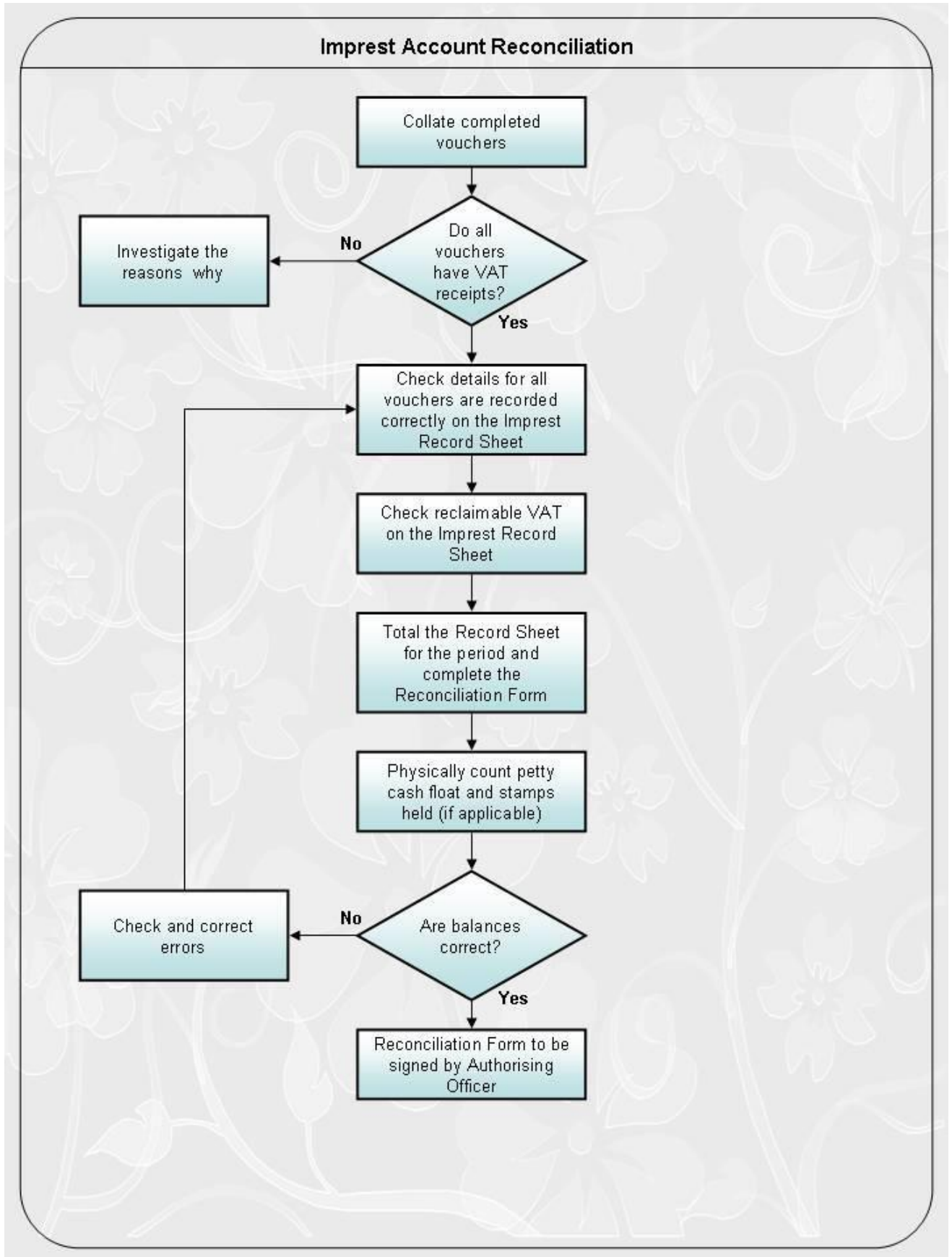
This must agree with the imprest allocation

Signed: _____
Responsible Officer

Date: _____

Date: _____

Appendix 7



Replenishing Imprest

Replenishment of the imprest bank account (often referred to as ‘topping up’ imprest) is carried out by the Schools Finance Team.

On receiving a replenishment request, a credit is made to the imprest account for the amount requested and at the same time a charge is made to your school’s revenue cost centre against detail code **66773 Miscellaneous Expenditure**.

As part of a school’s monthly imprest reconciliation procedures the balance on this code should be moved to an appropriate area of the budget, based on how it has been spent within the imprest account. For example, costs incurred to buy textbooks would be moved to the code 66110 Learning Resources.

At the same time, VAT incurred on any purchases made through imprest can be re-coded to the authority’s VAT account, which means that a school only has to pay for the net value of the items purchased. This can only be done if you hold a valid VAT receipt.

The idea is that, following reconciliation, the balance on 66773 Miscellaneous Expenditure matches the balance on the imprest account at the reconciliation date.

How will this work in practice?

The screenshot shows the 'DCC School AP Journal - 10001684' entry in the system. The 'Document Details' section includes:

- Journal No.: 10001684
- Entry Option: Exclusive
- Date: 24-Oct-2023
- Period: 6
- Narrative: DEBIT CARD MONTH

The table below shows the ledger entries for this journal:

Ledger	Account Number	Account Number Description	VAT Code	Inclusive	Exclusive	VAT	Narrative
SC	E100101-00000000-48608	Ashgate Nursery, Default: Non Tch.Pool Pr	S	24.00	20.00	4.00	
SC	E100101-00000000-43125	Ashgate Nursery, Default: Contributions F	NA	10.00	10.00	0.00	
SC	E100101-00000000-43125	Ashgate Nursery, Default: Contributions F	R	5.25	5.00	0.25	
SC	E100101-00000000-66773	Ashgate Nursery, Default: Miscellaneous E	NA	-39.25	-39.25	0.00	
				0.00	-4.25	4.25	

Complete a Schools AP Journal

Enter the VAT code relating to the expenditure line and the exclusive amount. System will calculate the VAT and inclusive amounts.

Balance off to the miscellaneous expenditure code.

NA VAT code = Outside scope

Please note that you should only complete a journal to the VAT account if you hold a valid VAT receipt.

Debit Card – Cash Withdrawal Approval Form

This form must be completed and approved for each named officer to withdraw cash from an ATM machine, via their debit card. Only permanent members of staff may withdraw cash via this method. Cash can only be withdrawn for the operation of a petty cash float.

Note: to minimise risk of fraud or error it is recommended that no more than two people are approved to withdraw cash at any one time. A full list of members of staff who can withdraw cash must be presented before any consideration of further approvals.

Officer Name	Maximum Amount of cash withdrawal requested	Maximum Amount of cash withdrawal Approved
	£	£
	£	£
	£	£

Approval

Headteacher Name – please print (*in the case of a Headteacher requiring such function the Approval must be the current Chair of Governors*)

.....

Signature

.....

Date

Governing body minutes

Date of meeting agreeing to approval

Minutes reference

(copies of approval must be made available for audit scrutiny)



DERBY CITY COUNCIL

DERBY CITY COUNCIL

SCHOOL IMPREST ACCOUNT RECONCILIATION

A copy of this form must be kept at the school for inspection by Internal Audit

Please send a scanned copy to the Schools Finance Team

A copy of the bank statement showing the balance as at 31st March must be submitted with this form.

School Name:

Bank A/C No.

Year Ended 31st March

Please Complete Yellow Cells

1	Balance brought forward from Previous Year (Total of Bank and cash float but excluding stamps)	£	£
2	Imprest credited (Amounts paid into bank from DCC)		
3	Total available to spend (LINE 1 PLUS LINE 2)		£0.00
4	Total payments for year (All payments made from Imprest & Cash float)		
5	Total receipts for year (Exceptional items ie refunds/returned cheques)		
6	Net expenditure for year (LINE 4 MINUS LINE 5)		£0.00
7	BALANCE AT 31ST MARCH (LINE 3 MINUS LINE 6)		£0.00

The above balance at line 7 is represented by:

BANK	Balance as per Bank Statement - 31st March	£	£
	Less Unpresented Cheques		
	Plus Uncredited Income		
	TOTAL to agree with Cash book as at - 31st March		£0.00
CASH	**in hand		
	BALANCE AT 31ST MARCH (AS AT LINE 7)		£0.00
	DIFFERENCE		£0.00

I certify that the balances shown above are the actual position of the bank account, cash in hand and stamps held.

Signed.....(Headteacher)

**This must be physically reconciled to actual amounts in hand.

IMPREST ACCOUNTS

The year end imprest form should be completed and retained in school along with the cash book, cheque books, paying in books, bank statements, receipt vouchers and any subsidiary records.

Please remember that the imprest account may only be used for small items of expenditure, under £100 in value.