

**THIS FORM TO BE RETAINED AT THE SCHOOL
FOR INSPECTION BY INTERNAL AUDIT**

DERBYSHIRE COUNTY COUNCIL – EXPENDITURE FROM SCHOOL ALLOWANCE IMPREST

School Name:

School Number:

Bank Account Number:

Period Ended 31 March 2025

#	Item	Value - £	Value - £
1.	Balance brought forward 01.04.24		
2.	Imprest credited during 2024/25 from School Budget		
3.	TOTAL AVAILABLE TO SPEND (LINE 1 PLUS LINE 2)		
4.a	Total expenditure from bank		
4.b	Total expenditure from cash		
4.c	Total Stamp expenditure		
	TOTAL IMPREST EXPENDITURE (LINE 4.a PLUS 4.b PLUS 4.c)		
5.	Receipts paid in during period		
6.	Net expenditure for period (LINE 4 MINUS LINE 5)		
7.	BALANCE UNDER/OVER AT YEAR END (LINE 3 MINUS LINE 6)		

The above balance at line 7 is represented by:-

	Value - £
CASH: - at bank (balance per cash book, reconciled with bank statement)	
- in hand (including floats)	
Stamps in hand	
Any other balances (supply details)	
TOTAL BALANCE (AS LINE 7)	£

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

Headteacher

Notes for completion of the above form:

1. Balance of cash, stamps and bank as in Line 7 of previous Form A
2. Instalments made by County into the schools imprest account in 2023/24. Plus any additional one off top ups requested.
3. TOTAL AVAILABLE TO SPEND (LINE 1 PLUS LINE 2)
4.
 - a. Total bank payments excluding cash withdrawals or stamp purchases
 - b. Total cash payments excluding stamp purchases
 - c. Total stamps usedTOTAL IMPREST EXPENDITURE (LINE 4.a PLUS 4.b PLUS 4.c)
5. Anything paid into the imprest account excluding line 2
6. Net expenditure for period (LINE 4 MINUS LINE 5)
7. BALANCE UNDER/OVER AT YEAR END (LINE 3 MINUS LINE 6)