**Email completed forms to** [**income@derbyshire.gov.uk**](mailto:income@derbyshire.gov.uk)

**Internal Transfer from Imprest account to county fund**

**Company code 1000 only**

|  |  |
| --- | --- |
| **Name** |  |
| **Department/School** |  |
| **Section** |  |
| **Extension** |  |
| **Email Address** |  |

**Section 1 – Details of Transfer**

|  |  |  |  |
| --- | --- | --- | --- |
| **FROM (DEBIT)**  **Imprest account name** | **Imprest Account Number** |  | **TO (CREDIT)**  **(delete as applicable)** |
|  |  | **COUNTY FUND** |

|  |  |
| --- | --- |
| **Date** |  |
| **DETAILS OF PAYMENT**  **e.g. transfer Dinner monies for period 01.10.2018 to 30.10.2018** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **AUTHORISED FOR PAYMENT** |  | **PRICES VERIFIED**  **GOODS RECEIVED**  **CALCULATIONS CHECKED** |  |
| **Authorised by Bank Signatory\* (Over £5000)** \* one from: Peter Handford, Wayne Sutton, Wendy Round, Eleanor Scriven and Paul Stone | |  | |
| **Exchequer/Treasury Management Checked** |  | **Exchequer/Treasury Management inputted by** |  |

**SECTION 3 – SCHOOLS ONLY - CASH JOURNAL DETAILS**

**Enter as Cash and with Paying in slip number 000000**

|  |  |
| --- | --- |
| **Date entered** | **Amount** |
|  |  |

**SECTION 4 – DCC ONLY - LEDGER DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **COST CENTRE or**  **PROFIT CENTRE or**  **WBS or**  **STATISTICAL INTERNAL ORDER or**  **PLANT MAINTENANCE ORDER** | **AMOUNT** | **VAT RATE**  **VA = 20%**  **V2 = 5%**  **V0 = 0%**  **V9 = exempt**  **VN = outside the scope** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Transfer Amount** | |  |  |