**Email completed forms to** **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** |  |  |