

## Preparing for Cheque Book Status - Summary

Ø INTERNAL MANAGEMENT WITHIN THE SCHOOL

Ø RECONCILIATION & CLOSURE OF EXISTING PETTY CASH/EPA ACCOUNT -  
Dependent on outcome of Barclays meeting last Friday

Send in final claim

Final reconciliation of petty cash at 31st of March must be completed

Cross through any remaining cheque books

Send in Petty Cash Closure Form/EPA (Request to close Imprest Account)

Ø MANDATORY RETURNS

Monthly Returns