

REQUEST FOR AN ACCELERATED CASH ADVANCE

SCHOOL _____ **DfE NO** _____

I am requesting an accelerated cash advance of £_____ to cover commitments up to _____ (insert date).

The following information supports my request:

1. **Bank Balance** as per the last reconciled bank statement: £_____

2. **LESS** unreconciled payments: - £_____

ADD un-reconciled receipts: + £_____

SIMS Route: Reports - General Ledger – Un-reconciled transactions

3. **LESS** any outstanding orders: - £_____

*SIMS Route: Reports - Accounts Payable - Purchase Order - Outstanding Orders
(Current Financial Year) - Leave date fields blank*

4. **LESS** any un-posted recurring journals (direct debits)
due for payment before the next advance: - £_____

5. **LESS** any forthcoming commitments not yet recorded but due
to be ordered and paid for before the next advance:
(e.g. utility bills) - £_____

*Sims Route: Reports – General Ledger – Transactions – Recurring Payments –
Cost centre Commitments*

6. **LESS** the current balance on the Creditor
Control Account - £_____

7. **ADD** the current balance on the Debtor
Control Account + £_____

SIMS Route: Reports - General Ledger - Balances & Reserves

8. **PROJECTED BANK BALANCE SHORTFALL:** £_____

9. **REPAYMENT PROFILE** (please discuss this with your School Financial Advisor
before completion):

Month/Year:	Repay: £
Month/Year:	Repay: £
Month/Year:	Repay: £

10. **CURRENT CASH ADVANCES**

Amount: £	Repayment date:
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(Continued overleaf)

I attach the following reports (all required):

1. SIMS Outstanding Orders Report.
2. SIMS Balances and Reserves Report.
3. Cash Flow Monitoring Spreadsheet (as per example on our website).

Additional information (e.g. latest deficit budget projection as applicable):

Signed: _____ Date: _____
(Headteacher)

Signed: _____ Date: _____
(Chair of Governors or Finance Committee)

Return with attachments to LGSS Schools Finance, John Dryden House, 8-10 The Lakes, Northampton, NN4 7YD.

(FOR LOCAL AUTHORITY USE ONLY)

CHECKED BY SCHOOL FINANCIAL ADVISOR:

Comments: _____

Signed: _____ Date: _____

AUTHORISED BY PRINCIPAL ACCOUNTANT/GROUP ACCOUNTANT:

Comments: _____

Signed: _____ Date: _____

AUTHORISED BY BUSINESS PARTNER (OVER £30,000):

Signed: _____ Date: _____