**PSPA Year ended 31 December 2024**

Request for confirmation of petty cash balance on 31 December 2024.

As part of our year end process, we will be reconciling the balances on the petty cash floats held.

Could you please check the petty cash float you hold and count the funds as close as is practical to 31 December 2024.

Could you then, please confirm the balance that is held securely by you by completing the form below:

|  |  |
| --- | --- |
| Support Group Name |  |
| Name of person in charge of float |  |
| Amount of petty cash |  |
| Date of count |  |
| Signature of person counting |  |

Please return the completed form either by:

Email: volunteering@pspassociation.org.uk

**Or** by post to

PSPA

Margaret Powell House

415a Midsummer Boulevard

Milton Keynes

MK9 3BN

If you have any questions, please email volunteering@pspassociation.org.uk

Many thanks for your help with completing this year-end procedure.