

PETTY CASH REPORT

NAME:		TRANS#:		AMOUNT RECEIVED: £			
DEPT:		VENDOR#:					
DATE:		VOUCHER#:					
DATE	PAYEE	PURPOSE	SET#	TOTAL	VAT	NET AMOUNT	ACCOUNTING USE ONLY
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
			TOTAL				

DEPT HEAD: _____

U.P.M.: _____

ACCOUNTANT _____

Petty cash number:

Department:

[illegible]

Line Producer approval:

Audited by:

Cash paid out

Date:

ENVELOPE No.

EMPLOYEE:	RECEIPTS THROUGH:
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[illegible]

Please number receipts and scotch tape
in order on letter size white paper.

[illegible]

APPROVAL:

AUDITED:

ENTERED:

PAID ON: _____

SIGNED: _____

[illegible]

PETTY CASH ENVELOPE

PRODUCTION: _____

NAME: _____

POSITION: _____

DEPT: _____

DATE: _____

CHECK/CASH RECEIVED: _____

RECEIVED BY: _____

REIMBURSED ☐

AGAINST ADVANCE ☐

DEPT: _____

AUDIT: _____

ACCOUNTANT: _____

UPM: _____

PC

VOUCHER # _____

TRANS # _____

DATE	TO WHOM PAID	PURPOSE	ACCOUNTING USE ONLY	SET #	A	F1	F2	NET	VAT	TOTAL
1										1
2										2
3										3
4										4
5										5
6										6
7										7
8										8
9										9
10										10
11										11
12										12
13										13
14										14
15										15
16										16
17										17
18										18
19										19
20										20
TOTAL RECEIPTS										

A/C	AMOUNT	A/C	AMOUNT	A/C	AMOUNT	DESCRIPTION
				Net		

NAME:		DATE:		PETTY CASH EXPENSE REIMBURSEMENT FORM										ENV#:	
DEPT:		TRANS#:												AUDITED BY:	
DATE	PAYEE	DESCRIPTION	CODING	SET#	A	FF	NET	VAT	TOTAL	ACCOUNTING USE ONLY SUMMARY	AMOUNT				
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13										VAT:					
14										TOTAL:					
15															
16															
17															
18															
19															
20															
21															
22															
23															
24										Received Signature:					
25															
				TOTALS						Amount received:					
APPROVALS															
DEPT HEAD:															
ACCOUNTANT:															
UPM:															
Received Signature:															
Amount received:															

PETTY CASH VOUCHER

VOUCHER NO:	TRANS NO:

Name:		Position:		Dept:		Currency:		
SUPPLIER		DETAILS OF EXPENDITURE						
#	Date	Acct Code	Set #	TC	FF	Net	VAT	Total
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								

Summary:

Acct #	Set	TC	FF	Amount	Description

TOTAL EXPENDITURE	
OFFSET FLOAT	
TOTAL DUE	

APPROVALS:

RECEIVED BY:	
CHECKED BY	HOD
	PRODUCTION
	ACCOUNTANT

PETTY CASH POLICY & PROCEDURES:

1. PERSONAL DEBIT/CREDIT CARDS MAYBE ONLY BE USED TO PURCHASE:
FUEL, PARKING, CONGESTION CHARGES, AND/OR PRE-APPROVED MEALS.
ANY OTHER PURCHASES OR EXPENSES ON PERSONAL DEBIT/CREDIT CARDS WILL NOT BE REIMBURSED.
2. PETTY CASH MAY NOT BE USED FOR: *LABOUR *HIRE RENTALS *DEPOSITS *LOCATION FEES.
3. YOUR ENVELOPE MUST BE APPROVED BY YOUR HOD BEFORE SUBMITTING TO ACCOUNTS.
4. SECURELY TAPE RECEIPTS (ALL SIDES, NO STAPLES) TO A4 PAPER (ONE SIDE ONLY) AND CHECK RECEIPTS DO NOT OVERLAP EACH OTHER.
5. NUMBER EACH RECEIPT AND CIRCLE THE NUMBER.
6. CHECK THE SUPPLIER NAME IS PRINTED OR STAMPED ON EACH RECEIPT. IF NOT, ATTACH THE SUPPLIER'S BUSINESS CARD.
7. YOU MUST COMPLETE YOUR ENVELOPE IN BLUE OR BLACK INK AND ENSURE YOU HAVE COMPETED COLUMNS: 'DATE', 'PAYEE', 'DESCRIPTION', & 'TOTAL'.
8. PROVIDE ANY RELEVANT SET NUMBERS.
9. RULE THROUGH IN INK ANY UNUSED LINES UNDER YOUR LAST RECEIPT LINE ENTRY.
10. ALL CREW MEMBERS MUST SUBMIT THEIR RECEIPTS TO ACCOUNTS ON A WEEKLY BASIS.
11. LOST RECEIPTS OR RECEIPTS DATED OLDER THAN 30 DAYS WILL NOT BE REIMBURSED.
12. ONLY ORIGINAL RECEIPTS ARE ACCEPTABLE; PHOTOCOPIES/FAXES/DELIVERY NOTES WILL NOT BE REIMBURSED.
13. EXPENDITURE THAT WILL NOT BE REIMBURSED:
*ALCOHOL *TOBACCO *GIFT CARDS *PRESCRIPTIONS *TRAFFIC VIOLATIONS.
14. PLEASE REQUEST AN OFFICIAL V.A.T. INVOICE MADE OUT TO " _____ " IF A RECEIPT IS MORE THAN £250.
15. **INDIVIDUAL ITEMS** OVER £250 MUST BE PRE-APPROVED BY THE UPM.
16. PRE-APPROVED RESTAURANT CHARGES REQUIRE ALL THE DINING CREW MEMBERS' NAMES AND POSITIONS WRITTEN ON THE RECEIPTS.
17. SCHEDULE D/LOANOUT CREW MUST INVOICE FOR FUEL, PARKING AND CONGESTION CHARGE REIMBURSEMENT. PAYE CREW SUBMITTING FUEL CHARGES MUST ENSURE THE VEHICLE MAKE AND MODEL, LICENCE PLATE NUMBER & DRIVER'S SIGNATURE ARE WRITTEN ON THE RECEIPTS. PARKING RECEIPTS MUST INCLUDE DATE, LOCATION AND REASON FOR PARKING ON RECEIPT.
18. PARKING FINES WILL NOT BE REIMBURSED.
19. NOTE INDIVIDUAL ITEMS OVER £100 (NET OF V.A.T), ALL BOOKS AND DVD'S WILL BE ADDED TO THE ASSET LIST.
20. THE RECIPIENT OF A PETTY CASH ADVANCE IS SOLEY RESPONSIBLE FOR ACCOUNTING FOR IT. NO FLOAT OR PART THEREOF IS TO BE GIVEN TO ANOTHER CREW MEMBER.
21. DO NOT RETURN CASH IN YOUR ENVELOPE.
22. **THE MINIMUM TURNAROUND FOR PETTY CASH ENVELOPES IS 24HRS, PLEASE ANTICIPATE YOUR NEEDS AND PLAN ACCORDINGLY.**

THANK YOU

PETTY CASH POLICY

- * All petty cash should be submitted on a weekly basis in envelopes provided by the accounting office.
- * Receipts over 30 days old will not be reimbursed.
- * Allow 24 hours for normal processing. Envelopes will be audited prior to reimbursement.
- * Each receipt must be an original; it should be numbered with the total circled and securely taped to an A4 sheet of paper (one side only). Place receipts in the envelope but **do not seal the envelope**.
- * The front of the petty cash envelope should include the date, vendor, description and amount paid.
- * Include set name or character (and Set# if you know it) where appropriate.
- * Purchases for other depts must have approval by that dept on the front of the envelope next to this item purchased
- * All receipts must be **itemized** and must have the name, address, and phone number of the store printed on them.
- * You are responsible for your petty cash advance. If it is stolen, you will not be reimbursed.
- * Do not pass your advance along to anyone else. If you loan money to someone, do not list it on your envelope.
- * You will need to collect it yourself.
- * The maximum single item purchase is **£150 (no single receipt)**. Individual items exceeding £150 should be handled with a Purchase Order and/or a Cheque Request. Exception can be made with prior UPM approval and signature on the receipt.
- * No pre-paid gas receipts - all gas receipts must show the number of gallons (or Liters), price per gallon, and total.
- * **Include the driver's name, make/model of the vehicle, department and license plate number on each receipt.**
- * Restaurant receipts must be **itemized**. NO STUBS or HANDWRITTEN RECEIPTS.
- * If only a handwritten receipt is available, it must be accompanied by a cash register tape with a pre-printed or stamped vendor name.
- * List full names of everyone whose meal was purchased and the reason for submitting the receipt.
- * **Petty cash can never be used to pay labor, rentals, location fees, mileage, or parking tickets.**
- * No Credit Card Purchases for over **£60** will be reimbursed via petty cash. Please submit on a check request.
- * **No tobacco products or liquor (including at meals unless used in front of camera. Receipt must include Scene number.**

PETTY CASH GUIDELINES

Please read the following guidelines for petty cash receipts to ensure that you get fully reimbursed without delay:

REMEMBER...THERE IS A MINIMUM 24-HOUR TURNAROUND PROCESS SO PLEASE KEEP THIS IN MIND AND PLAN AHEAD.

1. Floats larger than £1000.00 require 24 hours notice.
2. Scotch-tape receipts on A4 paper. Do not overlap receipts on top of each other. No staples.
3. Number receipts in order of your top sheet. Provide as much information as possible including character / location / set if applicable.
4. Do NOT break out VAT.
5. Absolutely **NO PHOTOCOPIED RECEIPTS** – only originals.
6. Personal credit and debit cards should be used as a last resort. Provide receipts and bank statement for reimbursement.
7. Any petty cash purchases over £250.00 must be pre-approved by purchase order.
8. Meal reimbursements must include initials of each diner, itemised restaurant receipt and purpose of meal. The company will not reimburse tips over 12%.
9. Your Dept. Head must approve all envelopes before submitting to accounts.
10. If the receipt does not have a pre-printed or stamped vendor information, you must write the full name, address, phone # and VAT #'s on the receipt (attach a business card if applicable).
11. Schedule D crew and LTD Companies must invoice for fuel.
12. Receipts aged over 30 days will not be accepted.
13. Receipts will not be accepted more than 2 weeks after wrap.
14. Any outstanding petty cash advance not accounted for at the end of the production will be deducted from the employee's final salary payment.

The following are **NOT PAID ON PETTY CASH:**

Rentals	Labour
Loss & Damage	Deposits
Mileage	Mobile Phone Charges
Coffees	Cash Advances
Gifts & Gratuities	Alcohol
Cigarettes	Parking/Speeding/Congestion Fines

BEFORE YOU SUBMIT YOUR EXPENSES PLEASE CHECK:

1. EACH EXPENDITURE MUST HAVE A RECEIPT. ONLY ORIGINALS ARE ACCEPTABLE. CREDIT/DEBIT CARD EXPENDITURE IS NOT PERMITTED
2. THE VENDOR'S INFORMATION (NAME, ADDRESS & VAT NUMBER) MUST BE MACHINE PRINTED ON THE RECEIPT
3. USING CLEAR TAPE, AFFIX RECEIPTS AT TOP AND BOTTOM TO ONLY ONE SIDE OF A4 WHITE PAPER
4. YOU HAVE FILLED EACH COLUMN ON THE ENVELOPE(RECEIPT, DATE, VENDOR ETC) BUT LEAVE THE VAT AND NET COLUMNS BLANK
5. EACH RECEIPT MUST BE NUMBERED
6. PLACE ALL TAPED RECEIPTS IN THE ENVELOPE, BUT DO NOT SEAL THE ENVELOPE
7. THE MAXIMUM AMOUNT FOR ANY PETTY CASH EXPENDITURE IS £250.00. ANY EXPENDITURE OVER THIS AMOUNT MUST BE PRE-APPROVED BY THE LINE PRODUCER AND PRODUCTION ACCOUNTANT
8. ANY EXPENDITURE OF £100.00 OR OVER MUST HAVE AN INVOICE MADE OUT TO THE COMPANY WITH THE VAT & NET CLEARLY SEPARATED
9. DO NOT GIVE ANY PART OF YOUR FLOAT TO ANOTHER CREW MEMBER
10. YOU HAVE NOT PAID FOR LABOUR OR RENTALS THROUGH YOUR PETTY CASH
11. CREW MEMBER MAY NOT BUY ALCOHOL OR CIGARETTES
12. DO NOT RETURN CASH WITHOUT IT BEING SIGNED IN BY ACCOUNTS DEPT
13. ALL CREW MUST HAND IN THEIR RECEIPTS TO THE ACCOUNTS DEPT ON A WEEKLY BASIS
14. ONLY BLUE OR BLACK INK TO BE USED

THANK YOU

PETTY CASH RULES:

1. ANY RECEIPT DATED OVER 30 DAYS WILL NOT BE REIMBURSED
2. NO PERSONAL CREDIT CARD PURCHASES ARE ALLOWED
3. NO PAYMENTS FOR LABOUR, RENTALS, DEPOSITS OR LOCATION FEES IN CASH ARE ALLOWED
4. PLEASE REQUEST AN OFFICIAL VAT INVOICE FOR RECEIPTS OVER £250 MADE OUT TO THE PRODUCTION COMPANY
5. INDIVIDUAL ITEMS OVER £350 SHOULD BE HANDLED WITH PURCHASE ORDERS AND/OR CHECK REQ
6. SCHEDULE D AND LOANED OUT CREW MUST INVOICE FOR REIMBURSEMENT OF FUEL, CONGESTION CHARGE AND ALL PAYMENTS MADE VIA INTERNET OR PHONE
7. FUEL RECEIPTS MUST HAVE MAKE, MODEL, CAR REGISTRATION AND DRIVERS SIGNATURE
8. YOU WILL NOT BE REIMBURSED FOR PARKING FINES, ALCOHOL OR CIGARETTES
9. YOU MUST HAVE ORIGINAL RECEIPTS – PHOTOCOPIES ARE NOT ACCEPTED
10. THE SUPPLIER NAME SHOULD BE PRINTED OR STAMPED ON RECEIPT. IF NOT, ATTACH A BUSINESS CARD
11. DO NOT USE CASH TO PAY A VENDOR THAT WE HAVE AN ACCOUNT WITH – USE A PO
12. DO NOT GIVE ANY PART OF YOUR FLOAT TO ANOTHER CREW MEMBER. EVER.
13. DO NOT RETURN CASH IN YOUR ENVELOPE

ON COMPLETION OF THE ENVELOPE PLEASE CHECK:

1. YOUR ENVELOPE IS APPROVED BY YOUR DEPT HEAD WITH YOUR NAME & DEPT PRINTED CLEARLY
2. YOU HAVE FILLED EACH COLUMN ON THE ENVELOPE (DATE, SUPPLIER, DESCRIPTION & TOTAL)
3. YOU HAVE PROVIDED ANY RELEVANT SET NUMBERS
4. ONLY BLUE OR BLACK INK TO BE USED
5. ALL RECEIPTS ARE TAPED TO A4 ON ONE SIDE ONLY, AND NOT OVERLAPPING
6. EACH A4 SHEET IS INSIDE THE ENVELOPE – LOOSE RECEIPTS WILL NOT BE ACCEPTED

PLEASE ALLOW 24 HRS FOR NORMAL PROCESSING

THANK YOU