

Unit Title:	Maintaining petty cash records
OCR unit number:	M5
Level:	1
Credit value:	1
Guided learning hours:	7
Unit reference number:	R/600/8746

Unit purpose and aim

For the learner to have a clear understanding of the principles and procedures related to the processing of petty cash transactions and the maintenance of the petty cash float known as the imprest.

Learning outcomes	Assessment criteria	Knowledge, understanding and skills
<p>The learner will:</p> <p>1 Complete a petty cash voucher</p>	<p>The learner can:</p> <p>1.1 Prepare petty cash vouchers</p> <p>1.2 Calculate the purchase tax (eg VAT) where the expense includes it</p>	<ul style="list-style-type: none"> • Prepare petty cash vouchers for expenses and calculate the VAT where it is included in the expense • Correctly code and date petty cash vouchers • Enter full details of expenditure and VAT; accurately total petty cash vouchers • Sign petty cash vouchers as authorisation for the expense
<p>2 Maintain an analysed petty cash book</p>	<p>2.1 List the petty cash vouchers into an analysed petty cash book ensuring that the expenses are entered and analysed</p> <p>2.2 Account for any tax paid eg VAT</p>	<ul style="list-style-type: none"> • Enter opening balance brought down into the petty cash book • Enter correct date, narrative and amount • Enter petty cash vouchers into petty cash book • Enter correct date and details of expenditure • Enter correct voucher number

Learning outcomes	Assessment criteria	Knowledge, understanding and skills
	2.3 Total and cross cast the petty cash book	<ul style="list-style-type: none"> • Enter correct amount of total payment, and correct amounts into appropriate expense analysis columns • Accurately calculate and enter total payments and totals for all analysis columns • Cross cast petty cash book
3 Maintain the petty cash balance	3.1 Balance off the petty cash book using the imprest system. 3.2 Reconcile the petty cash book with cash in hand 3.3 Prepare a petty cash reimbursement request or equivalent 3.4 Show the reimbursement of the petty cash expenditure in the petty cash book.	<ul style="list-style-type: none"> • Enter correct date and narrative and calculate amount of cash to restore the imprest • Accurately calculate balance to carry down • Enter parallel totals • Enter date, narrative and balance brought down • Reconcile with cash in hand • Complete and sign petty cash reimbursement request • Enter amount of reimbursement in the petty cash book

Assessment

Assessment will consist of candidates completing a 45 minute assignment set and marked by OCR. There will be 10 minutes reading time before the 45 minute assignment starts. The assignment may be taken at any time convenient to the centre and the candidate, but must be taken under examination conditions.

Results will be graded Pass or Fail.

Evidence requirements

Candidates must complete the assignment for this unit within the stated fault tolerances in order to satisfy the evidence requirements.

Guidance on assessment and evidence requirements

All elements included in the 'Knowledge, understanding and skills' section can be included in the assignment.

Details of relationship between the unit and national occupational standards

This unit was developed from the national occupational standards for Accountancy and Finance.

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850) on the OCR website www.ocr.org.uk .