

From:	Report	03
	Bank	
	Branch	
	Subject	Cash Verification
	Date of Review	

No.	Comments			
1.0	Cash amounting to Rs. _____ was test checked on _____ after close of banking operations in the afternoon and found to agree with Cash position statement. Cash balance includes soiled notes amounting to Rs.			
	As on		Rs.	
	Opening cash balance			
	Receipts			
	Sub-total			
	Payments			
	Closing cash balance			
2.1	Branch is having ____ Tokens (_____) of which ____ tokens (_____) are in use. Missing tokens:			
2.2	Number of tokens is / not sufficient considering the number of transactions.			
3.1	Cash retention limit of Rs. ____ Lacs has been fixed by HO. Letter to that effect was /not produced for our verification. (Letter ref. _____)			
3.2	Cash balance analysis was done & it was observed that branch held cash balance in excess of Rs. ____ Lacs, the details of which are given below:			
	Month		Number of days	
4.0	It was informed that duplicate keys of cash safe have been kept in safe deposit locker with _____ branch. It is suggested that duplicate keys should be exchanged every year. The details as to when duplicate keys were exchanged last were not available.			
5.0	Branch should obtain /has obtained copy of Banker's Indemnity Policy from HO.			
6.0	Sr. No.	Registers	Whether maintained?	Whether up dated?
	1	Receipt & Payment Scroll		
	2	Cash in transit register		
	3	Token register		
	4	Payment scroll		
	5	Soiled notes register		
	6	Excess cash register		
7.0	Branch received excess cash, the details of which are given below:			
	Excess cash received		Adjusted	
	Date	Rs.	Date	Rs.
8.0	Following equipment has been provided:			
	Sr. No.	Item	Whether in working condition?	Whether covered under AMC?
	1	Cash counting M/C		
	2	Fake not detector		
	3	Emergency light		