

From:	Report	04
	Bank	
	Branch	
	Subject	Cash Verification / Bank A/C etc.
	Date of Review	

Sr. No	Particulars	Reply
1.0	Verification of Cash on hand :	
1.1	Cash was test checked on _____ after close of banking operations and found to agree with cash book / cash summary/ General Ledger.	Rs.
1.2	Whether cash bundles have been made?	Yes / No
1.3	If yes, whether the same bears signature of cashiers & checking officials?	Yes / No
1.4	Whether cash balance includes soiled notes?	Yes / No
	If yes,	Rs.
2.0	Custody & Control :	
2.1	Whether cash retention limit has been fixed by HO?	Yes / No
2.2	If yes, what is the limit?	Rs.
2.3	Whether the said letter is on record?	Yes / No
	Letter reference:	
2.4	Whether daily cash on hand is normal / high / low as compared to retention limit?	normal / high / low
2.5	Cash balance analysis is shown below. From _____ To _____	
	Cash balance (Rs.'000)	No. of days
		%
	Total	
2.6	Whether cash is kept under dual control?	Yes / No
2.7	If yes, whether the same is exercised after close of banking hours in the morning?	Yes / No
2.8	Whether cash safe has been kept in strong room?	Yes / No
2.9	If No, whether the Cash Safe has been installed in a secured place?	Yes / No
2.10	Whether there is a double check over all cash payments?	Yes / No
3.0	Duplicate Keys :	
3.1	Whether duplicate set of the cash safe keys and strong room keys are left in the cash safe or in the strong room?	Yes / No
3.2	With whom duplicate set of cash and strong room keys have been lodged?	
3.3	Whether the letter to that effect is on record?	Yes/No dated

3.4	When the duplicate keys were withdrawn last to ensure that they are in working condition?			
4.0	Insurance :			
4.1	Whether the copy of blanket insurance policy is on record?			Yes / No
4.2	If yes, provide details			
5.0	Periodic verification of cash :			
5.1	Who checks the closing cash balance?			
5.2	Whether entire cash balance is subjected to detailed verification?			Yes / No
5.3	If yes, what is the frequency?			
5.4	Whether record to that effect has been kept?			Yes / No
5.5	Whether Branch Manager has carried out surprise verification of cash balance? Date of last verification:			Yes / No
5.6	When cash balance was verified by HO Officials or by designated officer by HO or by Inspection dept.?			
6.0	Tokens :			
6.1	Who is responsible for safe custody of tokens?			
6.2	How many tokens are in use?			
6.3	Whether number of tokens is sufficient considering the transactions?			Yes / No
6.4	Whether token register has been maintained?			Yes / No
6.5	If yes, whether the same is up to date?			
6.6	Whether any tokens are missing?			Yes / No
6.7	If yes, the numbers are			
6.8	Whether missing tokens were reported to HO?			Yes / No
	Letter reference:			
6.9	Whether token register is initialed by cashier & counter staff?			Yes / No
7.0	Excess / Shortage of Cash :			
7.1	Whether branch has received excess / short cash?			Yes / No
7.2	If yes, the details are as follows.			
	Date	Rs.	Date	Rs.
7.3	Whether reported to HO?			Yes / No
	Letter reference:			
8.0	Stamped documents on hand :			
8.1	Who is responsible for custody stamped documents?			
8.2	Balance of Adhesive stamps on hand on			Rs.
8.3	Whether the said balance agreed with General Ledger?			Yes / No
8.4	Whether stamped documents are usable?			Yes / No
8.5	Whether stock of stamped documents is balanced & adequate?			Yes / No

9.0	Torn notes with Reserve Bank of India :				
9.1	Whether soiled notes were deposited with RBI?				Yes / No
9.2	If yes, when?				
	Date	Rs.	Date	Rs.	
9.3	What is the amount due from Reserve Bank of India?				Rs.
9.4	Whether it includes amount short credited by RBI?				Yes / No
9.5	If yes, give details.				
	Date	Rs.	Date	Rs.	
10.0	Postage stamps on hand :				
10.1	Whether postage stamp A/C is maintained on imprest system?				Yes / No
10.2	Balance of stamps as on				Rs.
10.3	Whether postage book has been maintained?				Yes / No
10.4	Whether postage stamp balance agreed with balance as per General Ledger/ Postage book? Difference:				Yes / No Rs.
10.5	Whether unused stamps on hand are usable?				Yes / No
11.0	Bank Accounts :				
11.1	Details of Bank accounts maintained by the Branch.				
	Bank			A/C No.	
11.2	Who is responsible for the custody of cheque books?				
11.3	Whether blank cheques were signed by one signatory?				Yes / No
11.4	If yes, whether the same were crossed & made payable to HO?				
	Cheque Nos.				
11.5	Whether bank balance is transferred to HO regularly?				Yes / No