

<b>From:</b>	<b>Report</b>	06
	<b>Date</b>	
	<b>Bank</b>	
	<b>Branch</b>	

<b>Trial balance as on</b>	<b>was reviewed on</b>
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**Balance Sheet:-**

**1.1** Cash balance amounting to Rs. \_\_\_\_\_ was test checked on \_\_\_\_\_ after close of morning banking hours by management / us and found correct as per computer cash summary & GL. Cash balance includes soiled notes amounting to Rs. \_\_\_\_\_

**1.2** ATM Cash balance was physically verified on \_\_\_\_\_ and found correct as per GL / ATM Cash balance Register.

**1.3 Tokens** were counted, the details of which are as follows.

Total number of tokens:

Missing tokens:

**2.0** Special Adhesive stamps Rs. \_\_\_\_\_ Revenue stamp Rs. \_\_\_\_\_ were also verified on \_\_\_\_\_ and found correct as per GL.

**3.1 Balance with** \_\_\_\_\_ **Rs.**

- i) Bank balance as per GL has not been reconciled with Balance as per Bank statement.
- ii) Balance confirmation certificate as on \_\_\_\_\_ is not on record.
- iii) Bank statements are not on record.
- iv) Reconciliation entries are given below.

**3.2 Balance with** \_\_\_\_\_ **Rs.**

- i) Bank balance as per GL has not been reconciled with Balance as per Bank statement.
- ii) Balance confirmation certificate as on \_\_\_\_\_ is not on record.
- iii) Bank statements are not on record.
- iv) Reconciliation entries are given below.

**3.3 Balance with** \_\_\_\_\_ **Rs.**

- i) Bank balance as per GL has not been reconciled with Balance as per Bank statement.
- ii) Balance confirmation certificate as on \_\_\_\_\_ is not on record.
- iii) Bank statements are not on record.
- iv) Reconciliation entries are given below.

**4.0** Balance confirmation certificate from current account holders and borrowers have not been obtained.

**5.0 Balancing:**

Balances as per GL and as per PL are in agreement in respect of Deposits and Loans **except** the following.

	Balance as per GL	Balance as per PL	Difference

#### 6.0 HO / BR Reconciliation:-

- i) Head office balance as per Branch GL is Rs. (DR/ CR)  
The said balance has not been reconciled with HO Records.
- ii) It is necessary that HO/Branch should send daily advice of amounts debited and credited by Branch / HO and that the reconciliation is done on weekly basis.
- iii) HO/BR reconciliation has been done as on
- iv) Old outstanding entries should be adjusted by HO/Branch.
- v) Pending Cash entries are listed below.

Date	Particulars	Rs.

7.0 Deposit Receipts & Share certificates in respect of the following were not produced for our verification.

Particulars	Rs.	Paid on
Electricity deposit		
Telephone deposit		
Rent deposit		
Share Certificate		

#### 8.0 Clearing difference receivable Rs.

Date	Particulars	Rs.

Follow up should be done for recovery.

#### 9.0 Clearing difference payable. Rs.

Date	Particulars	Rs.


**10.0 Clearing house cheques Rtd. Account: Rs.**

Date	Particulars	Rs.

**11.0 Outward Bills / cheques sent for collection: Rs. \_\_\_\_\_**

i) Cheques amounting to Rs. \_\_\_\_\_ sent after \_\_\_\_\_ are uncleared as at year end.

ii) List of pending entries is given below.

BC No.	Date	Rs	Last Reminder sent on

**12.0 Inward bills received for collection: Rs. \_\_\_\_\_**

List of inward bills not cleared by customers is given below.

IBC No.	Received on	Rs.	Due date	Date of intimation

**13.0 Bank Guarantee: Rs.**

i) Expired BG are listed below.

BG No.	Rs.	Date of expiry	Reminders sent on

ii) Application & Counter guarantee from parties have not been obtained.

iii) 100% Margin has been taken & lien has been recorded.

iv) BG Commission has not been recovered in respect of following BGs.

BG No.	Date of issue	Period	Rs.	BG commission

#### 14.0 Capital Expenditure:

Date	Item	Rs.	Remarks
	<b>Total</b>		

#### 15.0 Premises:

- i) During the year Branch purchased flat
- ii) Share certificate duly transferred in name of the Bank has not yet been received from the Society.

#### 16.0 Expenses payable:

Expense A/C	Provision	Actual	Excess / short

#### 17.0 Pay Order: Rs.

- i) Pay orders issued prior to \_\_\_\_\_ amounting to Rs. \_\_\_\_\_ were still unpaid as on \_\_\_\_\_
- ii) PO balance as per GL is in agreement with list of unpaid POs as per computer.



