

From:	Report	05
	Bank	
	Branch	
	Subject	Expenses Vouching
	Period	
	Date of Review	

PL	Expenses				Remarks
	Salaries & Benefits:				
	Whether salary sheets duly approved by HO have been filed properly?				
	Whether employ wise salaries & allowances details are up dated on regular basis?				
	Whether provident fund contribution & deduction are transferred to HO immediately?				
	Committee Members Allowances:				
	Whether such allowances have been reconciled with minute book?				
	Whether signatures of the committee members have been obtained for payment of allowance?				
	Payment Status:				
	Expense	P.M. Rs.	Paid up to	Bill / Receipt not on record for the month	
	Rent				
	Service charges				
	Society charges				
	Property Tax				
	Water charges				
	Electricity				
	Telephone				
	Security charges				
	Sweeper charges				
	Computer AMC				
	UPS AMC				
	Pest control				

PL	Expenses		Remarks
	Repairs to Property, Furniture etc.?		
	Whether such bills have been filed separately?		
	Whether HO has duly authorized such expenses?		
	Whether details are mentioned in ledger / register / closing file?		
	Service Contract:		
	Whether details are mentioned in ledger / register / closing file?		

	Stationery:	
	Whether details of stationery purchased are up dated on regular basis?	
	Whether stationery purchased is recorded immediately in stationery register?	
	Whether stationery is purchased on monthly basis or on as and when basis?	
	Printing:	
	Whether HO advises for printing stock received by branch has been accounted?	
	Whether branch has arranged for printing on its own? If yes, whether HO approval has been obtained?	
	Whether HO advice is first booked under Stock A/C and then entry for consumption is passed at end of half year?	
	Whether Ho advice is first booked under printing expenses a/c and then entry is passed for stock on hand at end of half year?	
	Advertisement:	
	Whether any advertisement expenses have been incurred? If yes, whether approval of HO has been obtained?	
	Whether advertisement copy has been received?	
	Conveyance:	
	Whether details of Railway. Pass given to staff have been kept?	
	Whether conveyance register has been maintained to record date of travel, paid to whom, place visited, amount spent etc.?	
	Rubber Stamp:	
	Register should be kept of rubber stamp in use & custody.	
	Xerox:	
	Diary should be kept and bill should be settled on monthly basis.	
	Security Service charges:	
	<ul style="list-style-type: none"> ➤ Attendance record has not been kept. ➤ Separate file should be maintained. ➤ Service tax number has not been mentioned on the bill. 	
	Computer Expenses:	
	Register should be maintained to record the movement of computer ribbons given for re inking.	
	Ribbons in use should be numbered for control.	
	Ribbons, which have outlived its life, should not be sent for re inking.	
	Water Charges:	
	Whether water meter is in working condition?	

