

From:	Report	08
	Bank	
	Branch	
	Subject	Review -- Expenses
	Date of Review	

Sr. No.	Particulars	Reply
1.0	Salaries & Allowances :	
1.1	Whether salary sheets duly approved by HO have been filed properly?	
1.2	Whether employ wise salaries & allowances details are up dated on regular basis?	
1.3	Whether provident fund contribution & deduction are transferred to HO immediately?	
2.0	Committee Members Allowances :	
2.1	Whether such allowances have been reconciled with minute book?	
2.2	Whether signatures of the committee members have been obtained for payment of allowance?	
3.0	Rent, Service charges etc. :	
3.1	Rent p.m. Rs. Paid up to	
3.2	Service charges p.m. Rs. Paid up to	
3.3	Society charges p.m. Rs. Paid up to	
3.4	Whether stamped receipts are on record?	
3.5	Mode of payment :	
	Cash	
	Pay order	
	Credit to A/C	
3.6	Municipal taxes for 6 months Rs. Paid up to Whether receipt & property tax bill is on record?	
3.7	Water charges have been paid up to	
3.8	Whether separate files have been maintained for rent, taxes, water charges etc.?	
4.0	Electricity :	
4.1	Up to which month electricity bills have been paid?	
4.2	Whether bills have been filed separately?	
4.3	Whether any variation was noticed in electricity charges?	

5.0	Telephone :	
5.1	Telephone numbers :	
5.2	Up to which month Telephone bills have been paid?	
5.3	Whether bills have been filed separately?	
5.4	Whether any variation was noticed in Telephone charges?	
6.0	Postage :	
6.1	Whether outward register is kept?	
6.2	Whether postage expenses are booked on the basis of outward register?	
7.0	Telegram :	
7.1	Whether telegram register has been kept?	
8.0	Repairs to Property, Furniture etc.?	
8.1	Whether such bills have been filed separately?	
8.2	Whether such expenses have been duly authorized by HO?	
8.3	Whether details are maintained on regular basis?	
9.0	Stationery :	
9.1	Whether details of stationery purchased are up dated on regular basis?	
9.2	Whether stationery purchased is recorded immediately in stationery register?	
9.3	Whether stationery is purchased on monthly basis or on as and when basis?	
10.0	Printing :	
10.1	Whether HO advises for printing stock received by branch has been accounted?	
10.2	Whether branch has arranged for printing on its own? If yes, whether HO approval has been obtained?	
10.3	Whether HO advises are first booked under Stock A/C and then entry for consumption is passed at end of half year?	
10.4	Whether Ho advise are first booked under printing expenses a/c and then entry is passed for stock on hand at end of half year?	
11.0	Advertisement :	
11.1	Whether any advertisement expenses have been incurred? If yes, whether approval of HO has been obtained?	
11.2	Whether advertisement copy has been received?	

