

Cash Count Checklist V1

Financial Services

AUDIT VERIFICATION

Attach images

UPLOAD

Auditor name

Date of audit

DATE

2017-01-01

Please validate with your signature

SIGNATURE

DAILY ANALYSIS

Were the vault limits controlled and adhered to?

Yes

No

NA

Were the daily variance report completed and actioned?

Yes

No

NA

Was the Daily Balance Certificate updated and submitted?

Yes

No

NA

Were all notes within the money test pack accounted for?

Yes

No

NA

Were SARB audit purposes checked daily and recorded accordingly?

Yes

No

NA

Were the money test pack stored in a secured place?

Yes

No

NA

FLOAT RECORD AND BALANCE

Highlight the floats details along with the current balance done by the CMC?

Mention the float name?

Was the float well balanced?

Yes

No

NA

Were the float book entries accounted for and updated?

Yes

No

NA

Were all cash entry corrections / deletions accounted for with reference to an OB number?

Yes

No

NA

Did the management signs and checks all the registers every month?

Yes

No

NA

Were the half and mutilated notes kept separately?

Yes

No

NA

Were any stained notes included in the process?

Yes

No

NA

Were false notes included in the process?

Yes

No

NA

Were there secured storage for unprocessed cash?

Yes

No

NA

Were there unallocated cash within the query rack?

Yes

No

NA