

Cash Count Checklist V2

Financial Services

BANK STATEMENT AND ACCOUNTS

Does any other staff handles the bank statements reconciled monthly than the one who prepares the deposits and cheques?

☐ Yes☐ No☐ NA

Does the auditor's office receives bank statements and reconciliations on time?

☐ Yes☐ No☐ NA

Were the transactions updated on a daily basis ?

☐ Yes☐ No☐ NA

Were the transactions and reports verified on a daily basis ?

☐ Yes☐ No☐ NA

GENERAL OVERVIEW

Did the office have manual procedure updated?

☐ Yes☐ No☐ NA

Were every staff allowed vacation?

☐ Yes☐ No☐ NA

Was the official / department head bonded?

☐ Yes☐ No☐ NA

Was there any copy of the office fixed asset list on hand?

Yes

No

NA

Were the inventory reviewed periodically and assets are accounted for?

Yes

No

NA

MONETARY RESOURCES

Please mark the mode of "Cash on Hand" Facility available.

Were both cash on hand and reports balance with each other ?

Yes

No

NA

PAYMENT DETAILS

Were all disbursements made by pre numbered cheques?

Yes

No

NA

Were all the unused cheques kept secured and accounted for?

Yes

No

NA

Did you notice other staff approving the cheque rather than the one responsible for keeping the books?

Yes

No

NA

Were all voided checks marked accordingly and accounted for?

Yes

No

NA

RECEIVABLES

Did you notice receipts are used for all intakes of money?

Yes

No

NA

Were the receipts prenumbered?

Yes

No

NA

Before giving a copy to the customer were the receipt have the date,sign,amount received filled out properly ?

Yes

No

NA

Before issuing the receipt were the received cheques filled and stamped properly ?

Yes

No

NA

Were all the amounts in each cash drawer verified and checked by a second party?

Yes

No

NA

Did you notice other staff preparing the bank deposits daily other than the one receiving the money?

Yes

No

NA

Were all the mails checked regularly and cheques were immediately stamped after receiving ?

Yes

No

NA