|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Physical verification sheet for cash**   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Location: |  |  | Date: | d | d | m | m | y | y | | | | | |  |
|  |
| Cash Balance as per books: | |  |  | |  |  | | --- | --- | |  |  | |  | |  | |
| Computation of physical balance of cash:  (1) Cash physically present with designated Assistant | |  |  |
| Denomination | Count | Amount (INR) |  |
| 2000 |  |  |  |
| 500 |  |  |  |
| 200 |  |  |  |
| 100 |  |  |  |
| 50 |  |  |  |
| 20 |  |  |  |
| 10 |  |  |  |
| 5 |  |  |  |
| 2 |  |  |  |
| 1 |  |  |  |
| Total (1) | |  |  |
| (2) Details of soiled notes | |  |  |
| Denomination | Count | Amount (INR) |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total (2) | |  | |
|  | | | |
| Total physical cash balance (1)+(2) | |  | |
|  | | | |
| Variance: Shortage/ (excess) | |  | |
|  | | | |
| Reason of variance | | | |
|  | | | |
| |  |  |  |  | | --- | --- | --- | --- | | Sign:  (Accountant) |  |  | Reviewer’s sign (BoD/CEO) | | Name: |  | Name: | | Date: |  | Date: | | | | |