|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  **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:  |

  |