|  |  |  |  |
| --- | --- | --- | --- |
| CASH DIFFERENCE CHECKLIST | | | |
| Cashier Name: | | Date: | |
| Amount of Difference: $ | | | |
|  | CHECKED BY: | | RECHECKED BY: |
| 1. Establish exact amount of difference: Over or short. |  | |  |
| 2. Verify all Teller Exchange Tickets are properly debited or credited. |  | |  |
| 3. Fine count strapped, mutilated and bulk coin in drawer. |  | |  |
| 4. Re-run checks received and verify total to Teller sheet and system totals. |  | |  |
| 5. Examine cash breakdown for all transactions. |  | |  |
| 6. Check addition on deposit and withdrawal receipts and all notations made including bill denominations. |  | |  |
| 7. Compare check run to deposit receipts. |  | |  |
| 8. Verify whether another Teller has an offsetting difference or one of a similar amount. |  | |  |
| 9. Verify transfers of funds from one account to another. |  | |  |
| 10. Verify all Visa advances and payments received to system totals. |  | |  |
| 11. Check any other miscellaneous receipts and disbursements. |  | |  |
| 12. Check for missing documents under Teller machines and in garbage. |  | |  |
| 13. Bag & retain Teller area garbage until difference is found. |  | |  |

Check (√) and complete all that apply:

 Difference found and corrected on\_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Date Signature

 Copy of Cash Difference Checklist to the Senior Member Service Rep \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ if difference is ₦100 or more and not found.

Signature

 Copy of Cash Difference Checklist to the MD on \_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signature

if difference is XXXXX or more and not found.