

Cash count

Date 29 March 2005

Book Relief Unlimited, Port Jabel, Petty cash book

Currency ZED

	Denomination		Number			Total value
Notes	100,000	x	-	=		-
	50,000	x	1	=		50,000
	10,000	x	-	=		-
	5,000	x	11	=		55,000
	1,000	x	5	=		5,000
Coins	500	x	5	=		2,500
	250	x	3	=		750
	100	x	-	=		-
	50	x	-	=		-
Total cash counted						113,250
Cash balance as in book						163,500
Difference						- 50,250

See action required/explanation below. If this difference is repeated each month, it may be an attempt to cover up a loss. You could ask the driver to show the cash.

Action required/explanation of any difference: Advance given to driver for 50,000 yet to be accounted for. Receipt seen. Remaining difference is negligible.

	Name	Signature	Date
Counted by
Agreed by