

Cash count

Date 29 March 2005 Currency ZED

Book Relief Unlimited, Port Jabel, Petty cash book

| | Number | | Denomination | | Total value |
|-------|--------|---|--------------|---|-------------|
| Notes | 0 | x | 100,000 | = | 0 |
| | 1 | x | 50,000 | = | 50,000 |
| | 0 | x | 10,000 | = | 0 |
| | 11 | x | 5,000 | = | 55,000 |
| | 5 | x | 1,000 | = | 5,000 |
| Coins | 5 | x | 500 | = | 2,500 |
| | 3 | x | 250 | = | 750 |
| | 0 | x | 100 | = | 0 |
| | 0 | x | 50 | = | 0 |
| | 0 | x | 25 | = | 0 |

| | | |
|--|-------------------------|---------|
| | 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.

Counted by

| | | |
|------|-----------|------|
| | | |
| Name | Signature | Date |

Agreed by

| | | |
|------|-----------|------|
| | | |
| Name | Signature | Date |