KEFRI/FIN/F/14



**KENYA FORESTRY RESEARCH INSTITUTE**

**BOARD OF SURVEY REPORT**

Date ……………………

Report on the Board of Survey on the Cash and Bank Balances of:

Account name: …………………………………………………………………………………….

Account No: ……………………………………………………………………………………….

as at the close of business on ……………………………………….., 20………………………….

The Board consisting of: (Names and official titles)

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….

assembled at the office of the Cashier at ……………………….…….(time)

on the ………………………………..., 20…… and the following cash was produced:-

Notes .. .. .. .. Sh. …………………………

Coins .. .. .. .. Sh ………………………….

**Total** Sh.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It was observed that cheques and cash amounting to Shs…………………...…………… had been on hand for more than 14 days prior to the date of the survey.

The cash book reflected the following balances as at the close of business on the ……………………………………….. 20……..

Cash on hand Sh. ………………………..

Bank Balance Shs ……………………….

**Total** Sh.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Bank Certificate of Balance showed a sum of Sh. …………………………………….

The difference between this figure and the Bank as shown by the Cash Book is accounted for in the Bank Reconciliation Statement (F.O.30), which shall be attached.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Chairman

Date ……………………… \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Members of the Board

**LIST OF CHEQUES INCLUDED AS PART OF CASH ON HAND**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Cheque No.* | Drawer | *Date of cheque* | *Date Received* | *Amount* |
|  |  |  |  |  |
| Total |  |