TO:

GENERAL MANAGER OPERATIONS.

CC:

FINANCE DEPARTMENT

FROM:

MUMIAS BRANCH

SUBJECT:

SEPTEMBET 2017 RETURNS

RE: MUMIAS RETURNS

Attached please find branch returns for (SEPTEMBER, 2017) for your review.

TABLE OF CONTENTS

- 1. Accountable Imprest Reconciliation.
- 2. Asset Register.
- 3. ATM Overages
- 4. ATM Reconciliation.
- 5. ATM Shortages.
- 6. Banker's Cheques Reconciliation.
- 7. Branch Performance.
- 8. Cash Certificate.
- 9. Cash Overage Reconciliation.
- 10. Cash Shortage Reconciliation.
- 11. Clearing & Parking Reconciliation.
- 12. Clearing & Parking-USD Reconciliation
- 13. Creditors Reconciliation.
- 14. Leave Roster.
- 15. M-Pesa Reconciliation.
- 16. Prepayment Schedule.
- 17. Rent & Rates
- 18. Stamp Duty Report.
- 19. Sundry Debtors Reconciliation.
- 20. Suspense Credits Reconciliation.
- 21. Suspense Debits reconciliation.
- 22. Suspense Salary Reconciliation.
- 23. Top 50 loans Report.
- 24. VAT Reconciliation.
- 25. Western Union Reconciliation.
- 26. Stock Take
- 27. Suspense Debit -Wings to Fly
- 28. Suspense Debit Financial literacy
- 29. Accrual Reconciliation
- 30. Equitel reconciliations.
- 31. Salary schedule.

| Prepared byBranch accountant NICK BETT |
|---|
| |
| Checked by Operations manager MOSES OBERO |
| Approved byBusiness growth and development manager CLEOPHAS NALIANYA |
| EQUITY BANK (KENYA) LIMITED O 5 OCT 2017 BUSINESS GROWTH & P. O. BOX 606-50102, MUMIAS. |