

TO: GENERAL MANAGER OPERATIONS.  
CC: FINANCE DEPARTMENT  
FROM: MUMIAS BRANCH  
SUBJECT: DECEMBER 2017 RETURNS

RE:MUMIAS RETURNS

Attached please find branch returns for (DECEMBER, 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.



EQUITY BANK (KENYA) LIMITED	
MUMIAS BRANCH	
OPERATIONS MANAGER	
05 APR 2018	
NAME:.....	M. O. S. P.
SIGN:.....	<i>[Signature]</i>
P. O. Box 606-50102, MUMIAS.	