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## Factory Operation Manual (FOM) 19


### 19 CASH IN-TRANSIT

#### OBJECTIVES

1. To ensure that the cash from cash sales transactions are accountable and are banked-in to the company's accounts.
2. To ensure that security measures are exercised during hand over of cash between the factory and CIT Company and transferring of cash from the factory to the bank.
3. To ensure that the money is properly counted and acknowledged by the CIT company.

#### PROCEDURES


1. Cash collected by the Logistic Assistant after the issuance of Tax Invoice will be passed on, either to the Planning Executive, or the Factory Head for verification and confirmation that the product sold and amount collected are correct by counter-signing on the copy of Tax Invoice.
2. All daily cash sales transactions are then recorded in the Cash Sales Log Book (CSLB) to reflect the total value amount collected per day and their bank-in dates.
3. At the end of each working day, the total cash received for the day are then kept in the Safe Box located on the 1st floor.
4. Once a week (or as requested), the company will call the appointed security firm to collect the cash.
5. Upon arriving at the factory premise, the Security guard will assist in determining the CIT personnel/van and request for their ID card. The Security Guard should verify the CIT personnel with the Profile Listing of Approved CIT personnel for Collecting Cash that was given earlier to Factory by the CIT Company Head Office. Only approved personnel which are listed should be allowed to proceed with the process of collecting the cash.
6. All CIT personnel ID details should be recorded in a CIT log Book by Security Guard and verify by the Planning Executive by signing on the log book. The 1st floor meeting room should be locked at all time during the process of counting and only Planning Executive, Factory head and CIT personals are allowed to be in the meeting room.
7. The CIT officer in-charge will recount the cash and compared against the amount in the CSLB. The CIT officer then issue ACP-DMT Sdn Bhd with *CIT Receipt* (please refer to **Appendix 19.1**) which will be signed by both parties as proof that the cash collected matches the figures in our *Bank Deposit Slip* (Please refer to **Appendix 19.2**) before sealing up the security bag.

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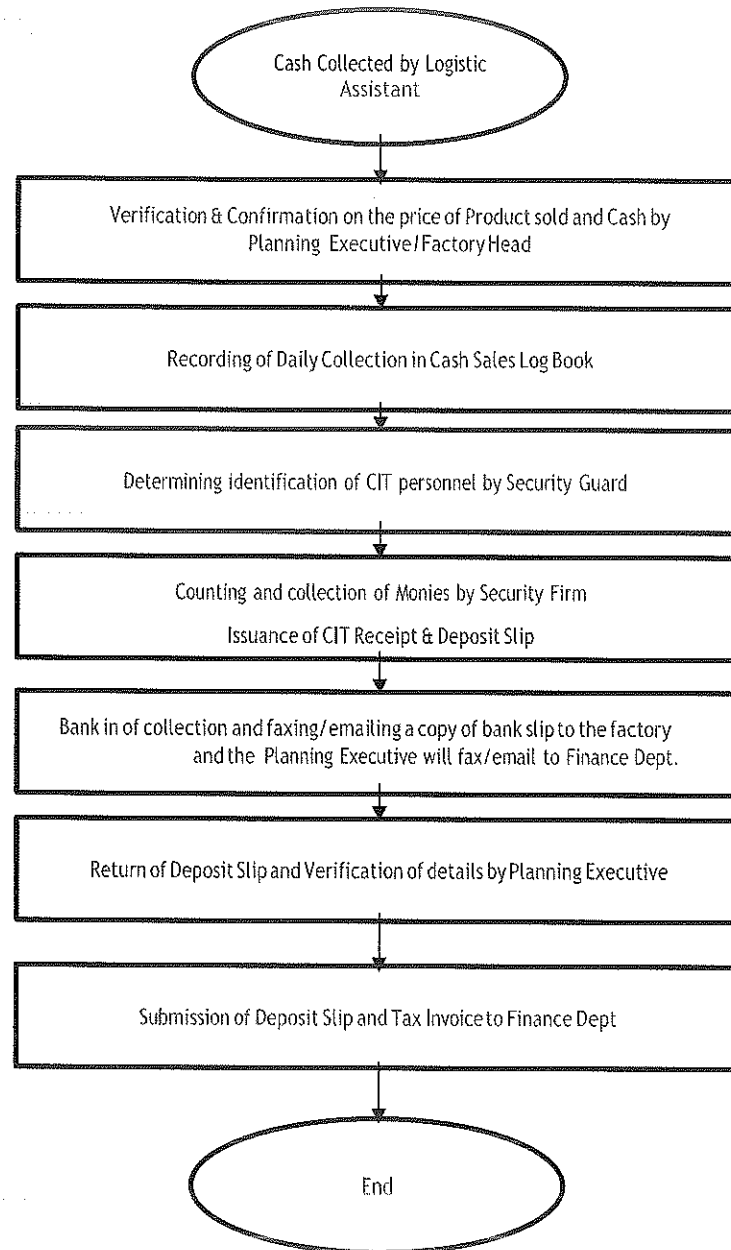
8. The CIT Company will confirm with Logistic Executive that the collection has been banked in into the company bank account by faxing or emailing the Bank Deposit Slip to the factory for verification.
9. The Logistic Executive has to counter-check the details and fax or email to inform Finance Dept. of the transaction. An original copy of the *Bank Deposit Slip* will be returned to the factory in their next collection trip.
10. Once the original copy of *Bank Deposit Slip* returned to ACP-DMT Sdn. Bhd. by CIT Company, the Planning Executive will counter-check the details printed on the slip such as; Company's Name, Bank Account Number and the Amount banked-in to ensure they are correct. Then, the slip will be attached to the copy of Cash Bill for submission to the Finance Department.


#### 19.1 AUTHORIZATIONS OF SAFE BOX

1. All daily cash transactions are kept in the safe-box after office hours.
2. Factory Manager and Planning Executive are the only personnel responsible for keeping the keys and the safe-box combination and are keeping it separately by both of them.
3. The safe box combination number shall be kept in a sealed envelope and kept by the Head of Manufacturing. The duplicate keys for the safe box are to be given to the Head of ACP for his safekeeping.

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**FLOWCHART 19.1: CASH IN-TRANSIT**



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#### APPENDIX 19.1: CIT RECEIPT



**SECURIFORCE SDN BHD (160948-X)**

NO. 55, Kompleks Widadama, Jalan 2/64A  
Off Jalan Ipoh, 50150 Kuala Lumpur  
Tel: 03-43420266 Fax: 03-40413094

CT No: 519185

Date: 17/5/2013

### CIT RECEIPT / DELIVERY NOTE

Name of Client: ACP-DMT PORT KLANG UTARA  
Deliver to: RHB

I / We acknowledge Receiving the Amount stated below in CASH / CHEQUES / GOLD

C A S H				C H E Q U E S / G O L D		
	NOTES	No	AMOUNT	BANK	CHEQUE No	AMOUNT
RM	1000	X	52,218.00			
RM	500	X				
RM	100	X				
RM	50	X				
RM	20	X				
RM	10	X				
RM	5	X				
RM	1	X				
RM	1	X				
	COINS					
	1.00	X				
	0.50	X				
	0.20	X				
	0.10	X				
	0.05	X				
	0.01	X				
TOTAL : RM			52,218.00	TOTAL : RM		

CLIENT'S CHOP and SIGNATURE :

I / We hereby, confirm delivering to your Authorized Officer the Amount stated above in CASH / CHEQUES / GOLD. And further confirm that the Seal number stated below is correct and that the Seal and/or the Lock has been properly fixed

SIGNATURE: [Signature] DATE: 17/5/13 TIME: 11:41 am

NAME OF OFFICER: KL YAP SEAL No: 5047541

CLIENT'S CHOP



For SECURIFORCE SDN BHD

For CIT OFFICE USE ONLY

SIGNATURE: [Signature]


OFFICER BY: \_\_\_\_\_

NAME OF CIT OFFICER: MOHD AZIZ ABDUL RAH

DATE: \_\_\_\_\_

AC No: 013-43420266

TIME: \_\_\_\_\_

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# APPENDIX 19.2: BANK DEPOSIT SLIP

**RHB**  
BORANG SIMPANAN / BAYARAN  
DEPOSIT / REPAYMENT SLIP / 銀行存款單 / 存款單

DATE / 日期: 21/06/2015  
AMOUNT / 金額: RM 100,730.55  
ACCOUNT NO. / 戶口號碼: CA10010356  
BRANCH / 分行: CA1

DEPOSITED BY / 存款人: ACP-DMT SDN BHD  
ACCOUNT NO. / 戶口號碼: A/C No: 2-12068-00002715

DATE / 日期: 21/06/2015  
AMOUNT / 金額: RM 100,730.55  
ACCOUNT NO. / 戶口號碼: CA10010356  
BRANCH / 分行: CA1

CUSTOMER COPY