

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	CASH FLOW FORM	Ref. No.
DEPARTMENT :	TREASURY RECEIVABLES DEPARTMENT	TRD-15-12-006
TO :	BRANCH MANAGER, CASHIER AND ASSISTANT CASHIER	

## OBJECTIVE

1. To establish responsibilities of the branch on their daily collections subject for deposit.
2. To guide the branch in preparing Cash Flow Form to ensure that net branch collection tally with amount for deposit.

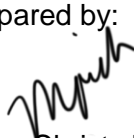

## POLICIES

1. All issued Collection/Official receipt shall be covered by Cash Flow Form with corresponding Deposit Slip(s) and Disbursement Voucher if any.
2. It is the responsibility of the cashier and branch manager to ensure accuracy of the Cash Flow Form and compare against actual amount for deposit.

## PROCEDURE

1. Cashier/Assistant Cashier
  - 1.1. Receive collections from field personnel and add to the office collections.
  - 1.2. Prepare Cash Flow Form in two copies and effect any deduction in the total branch collection.

Original Copy : Accounting Copy  
Duplicate Copy : Branch Copy

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- 1.3. Affix signature in the "Prepared by" portion in the Cash Flow Form and forward to Branch Manager for checking together with supporting documents.

## 2. Branch Manager


- 2.1. Receive Cash Flow Form with corresponding attachment.
- 2.2. Check Cash Flow Form against supporting document and if everything is in order; affix signature in the "Noted by" portion in the Cash Flow Form.
  - 2.2.1. Ensure mathematical accuracy of the Cash Flow Form and check total collections against issued Collection/Official Receipts of the branch.
  - 2.2.1. Check actual deposit against covering Deposit Slip(s) against net amount for deposit indicated in the Cash Flow Form.
    - 2.2.1.1. If there are any discrepancies, ask explanation from branch cashier.
      - 2.2.1.1.1. In case of overages, ask the branch cashier to issue Collection/Official Receipt for the excess amount.
      - 2.2.1.1.2. In case of shortages, ask concerned branch personnel to immediately pay the discrepancy and will be subjected to corresponding disciplinary action in accordance with the Company Code of Discipline.
- 2.3. Return to branch cashier for transmittal to main office.

## 3. Cashier/Assistant Cashier

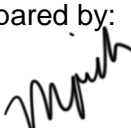

- 3.1. Receive checked Cash Flow Form together with supporting documents from branch manager.
- 3.2. Forward to main office based on scheduled days.

## 4. FORM EXPLANATION - Cash Flow Form

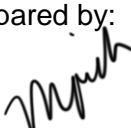
Particular	Description
1. Branch Name	: Name of the branch submitting the report.

Prepared by:  Mae Christy Pido / Mary Ann Gabuat	Approved by:  Richmond Ngan	Effective  December 2015	Page 2 of 5
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2. Transaction Date : Specific date of the cash transactions or Daily Performance Report (DPR).
3. Total Sales and Collections : Represents total collections of the branch including but not limited to the following;
- 3.1. Proceeds on motorcycle cash sales, brand new and repossessed unit
  - 3.2. Down payments on installment sales, brand new and repossessed unit
  - 3.3. Cash collections on installment receivables, including inter-branch collections
  - 3.4. Spare parts proceeds
  - 3.5. Reservation for motorcycle unit and spare parts
  - 3.6. Labor charges of the branch mechanic
  - 3.7. Other cash collections of the branch
4. Deductions : This represents authorized withdrawals from the branch collections;
- 4.1. Authority#/CM# : Authority number given by the main office as a permission to withdraw cash from the collections for a specific disbursement, such as Marketing Activities, renewal of business permit, etc.
- CM number represents the specific Credit Memo issued by the branch to document sales agent commission that will be directly paid out of the branch collections or to be charged to the customer's account.
- 4.2. Particular : Specific description of the withdrawal made by the branch as covered by the authority number and CM number.
- 4.2.1. As matter of policy, no withdrawal or disbursement can be made in the branch collections unless authorized by the main office and corresponding authorization number have been issued.
- 4.3. Amount : Amount approved for disbursement from collections covered by the authority number or amount of Credit Memo issued by the branch to the sales agent as commission.

Prepared by:  Mae Christy Pido / Mary Ann Gabuat	Approved by:  Richmond Ngan	Effective  December 2015	Page 3 of 5
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5. Total Deductions : The summation of the total amount withdrawn or disbursed from the branch collections.
6. Net Amount for Deposit : The net amount subject for deposit after deducting the total withdrawal or disbursement from the gross collections of the branch.
7. DEPOSIT/S : Breakdown of deposits made by the branch for the net amount subject for deposit to the depository bank/s.
  - 7.1. Date Deposit : Specific date the deposit was made.
  - 7.2. Bank & Time Deposit : Name of the depository bank where the deposit was made or name of Remittance Company where the branch sends the net amount through remittance system; and the specific time the deposit was made.
  - 7.3. Amount : Specific amount deposited in the depository bank or transmitted to the main office through remittance system or "Express Padala".
8. Total Deposit/s : Total amount deposited to the company's account or total transmitted to the main office using the remittance system.
9. Overage/Shortage : Any discrepancy, overage or shortage; between amount subject for deposit and actual amount deposited or transferred by the branch to the main office.
10. Prepared by : Signature over printed name of the cashier or authorized branch personnel who prepared the Cash Flow Form and the date the form was made.
11. Noted by : Signature over printed name of branch head who reviewed and verified the information and data in the Cash Flow Form.

Prepared by:  Mae Christy Pido / Mary Ann Gabuat	Approved by:  Richmond Ngan	Effective  December 2015	Page 4 of 5
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## CASHFLOW

BRANCH NAME: \_\_\_\_\_

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

TOTAL SALES AND COLLECTIONS: ₱ \_\_\_\_\_

LESS:

### DEDUCTIONS

Authority#/CM#	Particular	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL DEDUCTIONS: ₱ \_\_\_\_\_

NET AMOUNT FOR DEPOSIT: ₱ \_\_\_\_\_

### DEPOSIT/S

Date Deposit	Bank & Time	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL DEPOSIT/S: ₱ \_\_\_\_\_

OVERAGE/SHORTAGE: ₱ \_\_\_\_\_

PREPARED BY: \_\_\_\_\_

Signature Over Printed Name & Date (Cashier)

NOTED BY: \_\_\_\_\_

Signature Over Printed Name & Date (Branch Manager)

Prepared by:

Mae Christy Pido / Mary Ann Gabuat

Approved by:

Richmond Ngan

Effective

December 2015

Page 5 of 5