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Staff Circular No 2020/01

19Th May 2020

ACCESS TO CASH DEPARTMENT / CUBICALS / COUNTERS

1. We draw the attention of all staff members to the Board approved “Cash Operations Manual” page 16 paragraph 43 on the captioned subject which reads as follows: -

Quote

“Due to security considerations the access to cash Department should be restricted to authorized staff only. The cash department should therefore be separated from other departments by way of a cubical **and the access door kept locked at all times”**

Unquote

1. Accordingly, the authorized staff Members at a branch who could enter the cash department or the cash cubical are the branch’s teller (or tellers) the Cash Officer, Assistant Manager and the Branch Manager, and such other employee duly authorized by the Branch Manager to enter the cash cubical temporally for a valid and a specific purpose. The acceptation to this requirement shall be the officials attached to the Internal Audit Department, who could enter the cash cubicle notifying the Branch Manager immediately prior to such action, to maintain the surprise nature of verification of cash at a branch.
2. The Branch Manager should personally enter the cash cubical and authorize entry to a person other than the teller to attend to any legitimate function inside the cash cubical.
3. All items such as registers / stationery etc. inside the cash cubicle, other than those required by the teller(s) to perform his / her duties, **should be removed from the cash cubical immediately** by the Branch Manager, to avoid the need to enter the cash cubicle by other staff members.
4. Validated vouchers should not be kept unattended. They should be kept inside the teller’s drawer for their safety and confidentiality of the contents therein.
5. Staff members, other than those attached to the Internal Audit Department, are not authorized to examine documents, records vouchers print outs or any other documents inside the cash cubical under the custody and control of the teller, for reasons stated under 5 above

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1. The confidentiality of the transactions and data in all documents of the company, should be maintained as per the oath of secrecy executed by all employees **and should not be shared even among other employees.**
2. Staff members should adhere strictly to the above requirements, and any violation will be treated as an act of misconduct warranting disciplinary action according to existing disciplinary policies and Procedures.

Signed Sugned

**HEAD OF COMPLIANCE AND AUDIT CEO/ EXECUTIVE DIRECTOR**