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**General Circular 2023/08**

**1st June 2023**

**SAFE CUSTODY OF VOUCHERS**

1. **This circular is issued to standardize the procedures relating to filing and Safe custody of vouchers prepared to conduct business activities of the company daily.**

1. **Generally Accounting entries made in the books of the company relating to the following are backed by a Voucher.**
2. **Cash Deposits and other Credits to savings account by Depositors**
3. **Withdrawals from Savings account**
4. **Cash Deposits and other Credits to Fixed Deposit Accounts by Depositors**
5. **Early settlement of Credit Facilities**
6. **Fund Transfers for internal activities or at the request of a customer**
7. **Error Corrections**
8. **System based accounting entries are not backed by Vouchers such as**
9. **Recovery of Loans on due days**
10. **Recovery of Interest**
11. **Payment of intertest on deposits (Savings / Term Deposits**
12. **BUNDLING OF\VOUCHERS & SAFE CUSTODY.**
13. **Vouchers should be arranged in the order they appear in the day end “ Daily Cash Summary Details” Report.**
14. **The Voucher should be checked against the “ Daily Cash Summary Details” Report to ensure availability of the vouchers by the Branch Manager.**
15. **Voucher should be bundled with a label and sealed,**
16. **The label referred to above should contain the following information,**
17. **The Related Date**
18. **The number of vouchers in the bundle classified as Debit Vouchers and Credit Vouchers & others**
19. **The total number of vouchers in the bundle**
20. **Teller ID**
21. **The Contents in the Voucher Bundle should be verified by both the Branch Manager and the Assistant Manager and place their signature on the label, under the Heading “Verified by”**
22. **The Details stated on the label of the voucher Bundle should be recorded in the “Voucher Bundle Register” and the Branch Manager and the Assistant Manager should authenticate the entry by placing their respective signatures.**
23. **The completed Voucher Bundle should be held in a dual control safe and filed in the date order.**
24. **The Voucher Bundles should be held in safe custody under dual control for a period of six years.**
25. **If a voucher needs to be produced in a Court of Law or submitted to such to other statutory authority the voucher should be removed from the voucher bundle in the presence of the Manager and the Assistant Manager and a photo copy of the voucher so removed and the letter received requesting the original voucher should be placed in the voucher bundle and sealed, The Branch Manager should record on the reverse of Photo Copy to whom the original was produced (Case Number, the related Courts or the name of statutory authority involved and the date removed and place his signature.**

**Branch Managers are required to bring the contents of this circular to the notice all staff members and ensure compliance with immediate effect**

**Signed. Signed**

**Deputy General Manager (Credit) CEO/ Executive Director**