

Cash Count Form

(CO Name or Project Office Name)
 Currency (provide the currency code)

(mark X for appropriate cash arrangement):

- PCF** [], established on dd/mm/yyyy
PPCF [], established on dd/mm/yyyy
PCH [], established on dd/mm/yyyy
COCS [], established on dd/mm/yyyy

Counted by:
 Witnessed by:
 Certified by:

Physical counting

1	Cash in Safe (list denominations)	Denomination
2	Total receipts on hand (paid)	
3	Total balance for the chosen cash arrangement [1+2 above]	
4	GL account 1610X balance (must be the same as the amount listed on item no. 3)	
5	Difference to be reconciled (in the same currency)	
6	Comments (if there is a difference listed on item no. 5, describe your actions taken with details and the outcomes):	
7	Prepared by (print the name of the Cash Custodian and sign)	
8	Reviewed and counted (print the name of the OM and sign)	

Notes:

1. At the month end or prior to each replenishment (whichever comes first), the CO must use this count and use it as part of the reconciliation records.

2. For accounting close at the year-end, the CO should use this form for the same purpose. In addition, this form should be uploaded to the SharePoint along with other required documents by 31 January p
3. The CO must complete this form for each cash arrangement (if there are more than one), or for the same cash arrangement.

dition, when this form is completed,
er POPP guidelines.

or each fund established under the