

REPORT OF CASH DIFFERENCE OF \$100 OR MORE

Send completed report to Security

Any difference of \$500 or more is to be telephoned to Security Officer immediately!

Office _____ Date _____

Teller _____ Cash Box # _____

Amount of Difference _____ over/short

Answer the following questions as you attempt to locate the difference:

1. Did the teller balance the previous day? If not, what was the difference?
Over or short?
2. Who verified the teller's cash drawer?
3. What cash did the teller buy from/sell to the vault? List each buy or sell and cash breakdown to denomination.

Buy/Sell 100's 50's 20's 10's 5's 1's H Q D N P Other

4. Who verified vault cash transactions?
5. Did teller exchange cash with any other tellers? If so, did those tellers balance?
6. Were any customer transactions changed during processing? If so, list.
7. Who checked the teller's station and wastebaskets?

Teller's Signature

Supervisor Review

The following steps have been completed in attempt to locate the difference:

- check accuracy of beginning drawer cash
- recounting teller drawer in question by a second person
- fine count by a second person all cash sold to vault
- verify checks are in balance
- search surrounding teller area, including trash receptacle
- verify other teller drawers (if money was exchanged)
- research teller journal, adding machine tape, and teller work for questionable transactions

All other cash differences occurring the day of the difference are listed below:

Tellers statement concerning the difference. Comments should include any theories, ideas, or suggestions as to what caused the difference.

Comments of the supervisor concerning the difference and the possibility of locating it.

Supervisor's Signature