

Sub.: Cash and receipt books and petty cash.

Receipt books issued to Customer Relations, Sales Executives and Sales Managers have to be checked by accountants once every week without fail. In case of failure of executive/manager to produce the receipt book for the week, it must be reported to Ramana Murthy or Sambasiva Rao. In case of failure to report for 2 weeks the matter is to be brought to the notice of M.D. Executives/ Managers can send the cash / cheque along with the receipt book for inspection and certification to the HO through responsible staff member. They shall not be required to produce the receipt book in person.

Details of issue of receipt books shall be maintained in the outward register. On receipt of receipt book for inspection, each receipt shall be certified by the accountant on the back side of the receipt.

Same procedure is to be adopted for Owners Association receipt books. However, they need to be certified once in a fortnight.

Petty cash outstanding should be checked before issue of salary every month. As advised earlier petty cash accounts along with balance cash should be produced once in a week before issue of any further petty cash.

Owners Association accounts are also to be maintained as regular accounts in EX.

Managing Director