

Policy: Branch Reconciliation

Policy No. 80

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Applicability on – All accounts staff

Total number of pages-1

Following are the rules of Branch Reconciliation:-

1. Branch accounting will be done by the concerned on daily and regular basis
2. There are two types of branch entries including bank related entries and stock related entries
3. Person responsible for bank reconciliation will be responsible for bank related entries
4. Person responsible for stock movements including dispatch and receipt of goods will be responsible for entries regarding stock
5. Concerned staff should report to its HOD immediately or without any delay in case of any discrepancy in the branch reconciliation or flaw in the branch related transactions timely.
6. Bank accounting entries includes concerned branch entries and debit/credit to the concerned parties at the same timelines.
7. Concerned staff is responsible to open/manage with the minimum branch accounts and will do its best efforts to open the minimum branch accounts and avoid duplicacy of branch accounts.



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