

FORM 5
(P.W.A. 2)
CASH BALANCE REPORT

(Referred to in paragraph 6.6.6)

Part – I - Statement of the actual balance of Cash in the hands of
..... on the day of 20.....,
and of standing imprests and temporary advances with subordinates

Description	No.	Amount	Remarks and explanation of large balances, etc.
1	2	3	4
Cheques received in favour of self, but not cashed			
Drafts not cashed			
As detailed below notes			
Deposit at call receipts			
Rupees			
Coins(**).....			
Revenue Stamps			
Total cash in chest (in Words) Add amount of Imprest balance and Temporary advance shown in Part-II below]
Grand Total balance as per Cash Book (in Words)			

() Details of coins shall be shown here.**

Part – II - †Statement of outstanding imprests and temporary advances with subordinates on the day of,20

Name and Designation of subordinate	Amount of Imprest or Temporary Advance	Explanation when an imprest exceeds the prescribed maximum limit of Rs.5000 and authority for raising or reducing the imprest
1	2	3
	Rs.	
	Total	

† Details of Outstanding imprest and temporary advances should be Shown separately

Signature

Dated the20.....

(Rank)