

SOURCE DOCUMENTS


PART 2

WITHDRAWAL OF CASH FROM A BANK ACCOUNT

The means of withdrawal depends on the type of bank account opened. In case of a normal savings account, a withdrawal slip is used.

Important points concerning withdrawal slips are:

- The withdrawal slip is prepared in duplicate.
- The bank keeps the original. The bank uses this to update the customer's account.
- The customer keeps a copy with which he can check the banks records when he receives a bank statement at the end of the month.

 FNB First National Bank how can we help you?		Cash Requisition-Kontantaanvraag	
Account Holder Name:	<input type="text"/>		
Account Number:	<input type="text"/>		
	Amount Required Bedrag Aangevra		
Notes/Note	R200	<input type="text"/>	<input type="text"/>
	R100	<input type="text"/>	<input type="text"/>
	R 50	<input type="text"/>	<input type="text"/>
	R 20	<input type="text"/>	<input type="text"/>
	R 10	<input type="text"/>	<input type="text"/>
Coin/Munt	R 5	<input type="text"/>	<input type="text"/>
	R 2	<input type="text"/>	<input type="text"/>
	R 1	<input type="text"/>	<input type="text"/>
	50c	<input type="text"/>	<input type="text"/>
	20c	<input type="text"/>	<input type="text"/>
	10c	<input type="text"/>	<input type="text"/>
	5c	<input type="text"/>	<input type="text"/>
Total/Totaal	R	<input type="text"/>	<input type="text"/>
Account Holder / Auth Signature			
<hr/>			
Contact no:			
<hr/>			
<small>First National Bank - a division of FirstRand Bank Limited. An Authorised Financial Services and Credit Provider (INCRCP20). Reg. No. 1029/001225/06.</small>			

Receivers ID No:	<input type="text"/>
Receivers Signature:	<input type="text"/>
For Office use only:	
Cash Breakdown	Bank Stamp
R200	<input type="text"/>
R100	<input type="text"/>
R 50	<input type="text"/>
R 20	<input type="text"/>
R 10	<input type="text"/>
Sil	<input type="text"/>
Br	<input type="text"/>
Total Cash	<input type="text"/>

If there is a dispute about any matter or record, the Bank's records will serve as conclusive proof unless you can provide proof to the contrary.

WITHDRAWAL OF FUNDS FROM A BANK ACCOUNT BY CHEQUE

- For convenience, the option of a cheque/current account might suit a bank customer needs.
- Funds are deposited into this type of bank account in the normal way, but there is a difference with regard to withdrawal of funds.
- The bank will issue its customer with a cheque book which will contain a number of cheques, numbered in sequence.
- Whenever the bank customer wants to withdraw funds from this account, he writes out a cheque and presents this to the bank.

Important features of the cheque are:

- The payer (drawer) Miss Naicker, keeps record of the transaction on the “cheque counterfoil” or “stub” which is on the left side. She will use this to check the banks records when she receives a bank statement at the end of the month. The payer tears off the cheque from the counterfoil and gives it to the teller or the person she is paying (payee).
- The cheque counterfoil is the part of the cheque that remains in the cheque book. This provides the payer with information on what she paid, to whom she paid and how much she paid and when she paid.
- When cash is withdrawn, the instruction to the bank will be to pay “Cash”. Banks will only allow cash cheques to be withdrawn at the (domicile) home bank. The teller will then give the person the cash for the cheque.
- When funds are paid over directly to another person, that person’s name will appear as the payee (the person receiving the payment).
- The number of the cheque. This appears on the cheque and on the cheque counterfoil run in sequence
- 0039 branch code
- The rest of the number is the account number of Miss Amanda Naicker.
- The bank will check that the amount in words agrees with the amount in figures, and that the signature is genuine, and that the date of the cheque was not issued more than six months ago. If the bank is not satisfied that these criteria have been met, the bank will not honour (pay) the cheque.
- It is possible to place a “restrictive crossing” on a cheque to indicate to the bank that the cheque must be deposited only into the bank account of the payee reflected on the cheque. In such cases, the words “not transferable” must be indicated on the cheque.
- If an error is made on the cheque, the cheque must be cancelled and a new cheque issued.

Date Datum			250-068	
To Aan	RAISETHORPE		Date Datum	
For Vir	Pay Betaal		or Bearer of Toonder	
Balance brought forward Saldo oorgebring	the sum of die bedrag van		R 	
Deposits Inboelings				
Sub total Subtotaal				
This cheque Hierdie tek			MISS AMANDA NAICKER	
ATM OTM				
Withdrawals Onttrekings				
Balance carried forward Saldo oorgebra				
0039	Registered Bank Reg. No. 1929/001225/06			
				

WITHDRAWAL OF FUNDS FROM A BANK ACCOUNT BY CASH CARD

- Instead of drawing cash by cheque or a withdrawal slip, it is possible to obtain a cash card from the bank for this purpose.
- This has to be kept extremely secure as it enables a person to withdraw cash from his bank account by using an ATM.
- The card has a magnetic strip which stores information of a person's personal identification number (pin) to act as security against unauthorised use.
- If the card is lost it must be reported immediately to the bank to prevent any potential fraud.
- When withdrawing cash from ATM. The drawer will receive a printed slip.
- The slip can be used to check the bank records when the bank statement is received at the end of the month.

ACTIVITY TWO:

Brian Abrahams decides to open a cheque account at Kimberly Bank on February 2020. After filling in the necessary forms, he is provided with an account number, a cheque book and cash card.

REQUIRE:

Enter his bank transactions on the documents below:

TRANSACTIONS FEBRUARY 2020

- 10 Brian received a cheque from his father, S. Abrahams, for R10 000 (this is a loan). He also received a cheque from his grandmother, K. Khan, for R500 (this is a gift). He deposited these cheques, together with cash of R420, into his cheque account. Complete the deposit slip.
- 18 Brian sent a cheque to KZN Furnishers for R4 380 for a new lounge furniture (Cheque no. 1). He crossed this cheque to ensure that it is payable into KZN Furnishers' account only. Complete the cheque.
- 24 Brian drew R800 cash from his cheque account for groceries and petrol (Cheque no. 2). Complete the cheque.
- 26 Brian received a cheque from Velco Traders for R6 400.70. This was his net salary. He deposited this into the cheque account. Complete the deposit slip.
- 28 Brian sent a cheque to Cowies Motors to pay for repairs to his car, R1 260.86 (Cheque no. 3). He crossed this cheque to ensure that it is payable into Cowies Motors' account only. Complete the cheque.

DOCUMENTS

NOTE: Learners must include the words "not negotiable" or "not transferable" between the diagonal lines.

Date:	KIMBERLEY BANK PAVILION BRANCH	782 143	_____
To: For:	Pay _____		or bearer
Balance b/f R0	the sum of _____		
Deposit: R10 920.00	_____		R _____
This cheque: Balance:	Brian Abrahams	
0001	0001 782143 4042612363		

Date:	KIMBERLEY BANK PAVILION BRANCH	782 143	_____
To: For:	Pay _____		or bearer
Balance b/f 6 540.00	the sum of _____		
Deposit: -	_____		R _____
This cheque: R Balance: R	Brian Abrahams	
0002	0002 782143 4042612363		

Date:	KIMBERLEY BANK PAVILION BRANCH	782 143	_____
To: For:	Pay _____		or bearer
Balance b/f	the sum of _____		
Deposit: -	_____		R _____
This cheque: R Balance: R	Brian Abrahams	
0003	0003 782143 4042612363		

KIMBERLEY BANK		DEPOSIT SLIP	
Name of accountholder _____		Date: _____	
Account number _____		Paid in by _____	
Signature of depositor _____			
		R	C
Cash			
Cheques			
Drawer	Bank		
TOTAL DEPOSITED			

KIMBERLEY BANK		DEPOSIT SLIP	
Name of accountholder _____		Date: _____	
Account number _____		Paid in by _____	
Signature of depositor _____			
		R	C
Cash			
Cheques			
Drawer	Bank		
TOTAL DEPOSITED			

BANK STATEMENT

If a business operates current bank account the bank produces a bank statement showing details of all transactions that have taken place between the bank and the client. These bank statements are sent to the clients on a regular basis, normally monthly but they are also available on the internet or at an ATM at any time, the bank statement will show the following details:

- Name and address of the business
- Account number
- Opening balance
- Deposits (cash, cheques, credit card vouchers)
- Withdrawals by cash or cheques
- Bank charges (service fees, credit card levies, cash deposit fees etc.)
- Interest on overdraft- the amount charged if the account is overdrawn.
- Dishonoured cheques- cheques that have not been honoured or paid out by the bank usually due to insufficient funds in the drawers account.
- Debit and stop orders- usually for regular payments, egg: insurance and electricity etc....
- Closing balance.

ACTIVITY THREE:

A simplified bank statement is given below. Study the bank statement and then answer the questions that follow:

A-ONE BANK				
Overport Branch		28 May 20		
Rubco Dealers PO Box 3211 DURBAN 4000		STATEMENT NUMBER: 01 Account number: 1089 441 579		
<i>Date</i>	<i>Details</i>	<i>Debits</i>	<i>Credits</i>	<i>Balance</i>
01-05				3 500
03-05	Deposit		1 200	4 700
05-05	Cheque 145	1 514		3 186
12-05	Cheque 148	1 458		1 728
16-05	Deposit		1 290	3 018
18-05	Cheque 149	800		2 218
24-05	Deposit		2 340	4 558
	Service fees	75		4 483
	Cash deposit fee	29		4 454
27-05	Cheque 151	1 459		2 995
	Credit card levy	57		2 938
28-05	Deposit		2 440	5 378

- | |
|---|
| 1. Explain the entry of R3500 on the 1 st . |
| 2. Explain the entry on the 3 rd . |
| 3. Explain the entry on the 5 th . |
| 4. What do you think the service fees, cash deposit fee and credit card levy are?
What effect will these entries have on the bank balance? |
| 5. Explain TWO reason why the bank statement needs to be checked by the customer. |
| 6. Is the final balance as per bank statement favourable or unfavourable? |

BANK CHARGES

- Banks earn an income from the fees that they charge their clients.
- A current/cheque account provides a convenient and efficient means of paying accounts.
- For this convenience, the bank charges service fees, credit card levies and cash deposit fees.
- These charges are calculated by the bank and deducted from the clients account. The amounts are reflected on the bank statement.

INTERNET BANKING

- Many private individuals and business people in modern days make use of internet banking facilities to make payment electronically.
- This is safer and more effective means of making payments than cheques as the payment is completed almost immediately or within one working day.
- The traders are no longer restricted by banking hours as payments can be made after normal banking hours.
- In order to make use of this facility, business need to subscribe to the service and have an internet service activated for which a monthly internet fee maybe charged by the bank.
- An electronic payment or receipt can be verified by referring to the bank statement which can be downloaded from the bank.