

BANK OF UGANDA

OFFICE OF THE DIRECTOR
CURRENCY



Date September 02, 2019

To All BMs

CUR.120

MEMORANDUM

Access to Counting/Machine Rooms at the Currency Branches

The above subject matter refers.

In order to mitigate risks and strengthen internal controls in our currency operations, please observe the following;

- 1) No Note Examiner should access a Counting/Machine Room of another Currency Branch without the required authorization.
- 2) No staff other than Note Examiners should participate in the Counting/Machine Room activities such as sorting, punching and strapping of stocks.
- 3) Always ensure that the daily CCTV recordings are reviewed.
- 4) Immediately stop staff from carrying into the counting rooms any items such as tea, water, eats, juices, among others, for personal use.
- 5) Urgently remove waste baskets/boxes in the counting rooms.

Submitted for your information and action.

A handwritten signature in blue ink, appearing to read 'Bazinzi Natamba'.

Bazinzi Natamba (PhD)
Ag. Director

Copy: CIA
DAS
Director Security
Director RCD