[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Daily Cash Book

A day-by-day record of cash received and cash paid, with a closing balance checked against the cash counted.

Cash book details

Date	**[Date]**
Cashier	**[Name and role]**
Department	**[Department name]**
Location or till	**[Location]**
Currency	**[Currency]**
Opening balance	**[Amount]**

Cash received

Date	Received from	Description	Receipt no.	Amount
Total received				**[Amount]**

Cash paid

Date	Paid to	Description	Voucher no.	Amount

[Company name]

Total paid				**[Amount]**

Closing balance

Opening balance	**[Amount]**
Add: total received	**[Amount]**
Less: total paid	**[Amount]**
Closing balance (book)	**[Amount]**
Cash counted	**[Amount]**
Difference	**[Amount]**
Reason for any difference	**[Explanation]**

Check and sign-off

Count the cash before signing. If the cash counted does not match the closing balance, record the difference and the reason above, and tell **[Name and role]** on the same day.

Role	Name	Signature and date
Cash counted by	**[Name and role]**	
Checked by	**[Name and role]**	