# [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. 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:** _____ **Cashier:** _____
**Department:** _____ **Location or till:** _____
**Currency:** _____ **Opening balance:** _____
**Cash received**

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

**Cash paid**

| Date | Paid to | Description | Voucher no. | Amount |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total paid | | | | **[Amount]** |

**Closing balance**
**Opening balance:** _____ **Add: total received:** _____
**Less: total paid:** _____
**Closing balance (book):** _____
**Cash counted:** _____ **Difference:** _____
**Reason for any difference:** _____
**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.**

**(1) Role: Cash counted by**
**Name:** _____ **Signature and date:** _____

**(2) Role: Checked by**
**Name:** _____ **Signature and date:** _____