Ashford Business Services Ltd

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	**9 November 2026**
Cashier	**David Okafor, Finance Manager**
Department	**Emma Clarke**
Location or till	**Boardroom, 12 Church Street, Birmingham**
Currency	**GBP**
Opening balance	**£45.00**

Cash received

Date	Received from	Description	Receipt no.	Amount
Total received				**£120.00**

Ashford Business Services Ltd

Cash paid

Date	Paid to	Description	Voucher no.	Amount
Total paid				**£850.00**

Closing balance

Opening balance	**£1,250.00**
Add: total received	**£2,400.00**
Less: total paid	**£45.00**
Closing balance (book)	**£120.00**
Cash counted	**£850.00**
Difference	**£1,250.00**
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 **Sarah Mitchell, Office Manager** on the same day.

Role	Name	Signature and date

Ashford Business Services Ltd

Cash counted by	**Michael Davies, Office Manager**	
Checked by	**Laura Bennett, Finance Manager**	