[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
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:** _____