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

Date	Received from	Description	Receipt no.	Amount
Total received				**£45.00**

Cash paid

Date	Paid to	Description	Voucher no.	Amount
Total paid				**£120.00**

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 Sarah Mitchell, Office Manager **on the same day.**

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

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