**Restaurant Daily Cash Report**

**Restaurant Information  
Restaurant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Report Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Shift (if applicable): [ ] Breakfast [ ] Lunch [ ] Dinner**

**Opening Balance  
Starting Cash: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Daily Cash Inflows**

| **Transaction Type** | **Payment Method** | **Amount** | **Notes** |
| --- | --- | --- | --- |
| **Food and Beverage Sales** | **Cash/Card** |  |  |
| **Takeaway Orders** |  |  |  |
| **Miscellaneous Revenue** |  |  |  |

**Daily Cash Outflows**

| **Expense Type** | **Payment Mode** | **Amount** | **Notes** |
| --- | --- | --- | --- |
| **Inventory Purchases** |  |  |  |
| **Refunds** |  |  |  |
| **Staff Payments** |  |  |  |

**Final Balance  
Calculated Total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Actual Total Counted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Discrepancy (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Comments or Additional Notes**

**Signatures  
Prepared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Verified By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**