**Daily Cash Payment Log**

**Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Prepared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **1. Initial Cash Count**

* **Starting Balance: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Cash Verified By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **2. Payment Records**

| **Date** | **Payment Description** | **Amount Paid ($)** | **Mode of Payment** | **Balance ($)** |
| --- | --- | --- | --- | --- |
|  |  |  | **☐ Cash ☐ Check ☐ Other** |  |
|  |  |  | **☐ Cash ☐ Check ☐ Other** |  |
|  |  |  | **☐ Cash ☐ Check ☐ Other** |  |
|  |  |  | **☐ Cash ☐ Check ☐ Other** |  |
|  |  |  | **☐ Cash ☐ Check ☐ Other** |  |
|  |  |  | **☐ Cash ☐ Check ☐ Other** |  |
|  |  |  | **☐ Cash ☐ Check ☐ Other** |  |
|  |  |  | **☐ Cash ☐ Check ☐ Other** |  |

## **3. Final Summary**

* **Total Payments Made: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Total Remaining Balance: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**☐ All Payments Verified ☐ Pending Verification**

**Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Finance Officer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**