**Daily Cash Log Template Word**

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

## **1. Beginning Cash Balance**

* **Opening Balance: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Cash Counted By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Manager Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **2. Daily Transactions Log**

| **Date** | **Description** | **Cash In ($)** | **Cash Out ($)** | **Balance ($)** |
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## **3. End-of-Day Summary**

* **Total Cash Received: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Total Cash Spent: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Closing Balance: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Verified By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**