

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 (\$)

3. End-of-Day Summary

- Total Cash Received: \$ _____
- Total Cash Spent: \$ _____
- Closing Balance: \$ _____

Verified By: _____ Date: _____

Manager Signature: _____