

# 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 (\$)
			<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Other	
			<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Other	
			<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Other	
			<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Other	
			<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Other	
			<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Other	

			<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Other	
			<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Other	

### 3. Final Summary

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

All Payments Verified  Pending Verification

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Officer Signature: \_\_\_\_\_