**Restaurant Daily Cash Log**

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

## **1. Opening Cash Balance**

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

## **2. Daily Sales & Expenses**

| **Date** | **Description** | **Cash Received ($)** | **Expenses ($)** | **Remaining** **Balance ($)** |
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## **3. End-of-Day Totals**

* **Total Sales Collected: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Total Expenses Paid: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Final Cash Balance: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**☐ Deposit Completed ☐ Pending Verification**

**Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Restaurant Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**