

# Simple Cash Book Format Documentation

**Business Name:** XYZ Traders

**Period:** June 2024

**Prepared By:** John Doe

**Date Prepared:** 01 July 2024

## Cash Book

Date	Particulars	Voucher No.	Receipts (Debit)	Payments (Credit)	Balance
01-06-2024	Opening Balance	-	10,000		10,000
02-06-2024	Cash Sales	001	2,500		12,500
04-06-2024	Purchase of Stationery	002		350	12,150
10-06-2024	Rent Paid	003		2,000	10,150
15-06-2024	Received from Mr. A	004	1,200		11,350
27-06-2024	Salary Paid	005		4,000	7,350
30-06-2024	Closing Balance	-			7,350

## Important Notes

- The cash book records all cash receipts and payments chronologically.
- Balances are updated after each transaction to reflect available cash.
- Voucher numbers should match supporting documents for verification.
- Cash book helps in daily cash flow monitoring and audit trails.
- It should be reconciled with physical cash and bank statements periodically.