

# Daily Cash Ledger Entry

Date: \_\_\_\_\_ Prepared By: \_\_\_\_\_  
Location: \_\_\_\_\_ Ledger No.: \_\_\_\_\_

S. No.	Particulars	Receipt (Debit)	Payment (Credit)	Balance	Remarks
1					
2					
3					
4					
5					
<b>Total</b>					

## Important Notes

- Record all cash receipts and payments promptly to maintain accurate balances.
- Each transaction should be supported by proper documentation (receipts, vouchers, etc.).
- Verify cash balance physically at the end of each day and reconcile with ledger balance.
- Any corrections or alterations must be duly authorized and clearly marked.
- Daily cash ledger helps in monitoring cash flow and enhances financial accountability.