

Simplified Cash Ledger Sheet

Date: _____

Ledger No: _____

Prepared By: _____

Date	Description	Voucher No.	Receipts (Debit)	Payments (Credit)	Balance	Initials
2024-06-01	Opening Balance	-	5,000	-	5,000	
2024-06-03	Cash Sale	101	2,000	-	7,000	
2024-06-04	Office Supplies Purchase	102	-	500	6,500	
2024-06-06	Received from Client	103	1,500	-	8,000	
2024-06-08	Utilities Payment	104	-	900	7,100	
Totals:			8,500	1,400	7,100	

- The cash ledger should be updated daily to reflect all cash receipts and payments.
- All entries must be supported by corresponding vouchers or receipts.
- The balance should be checked regularly with actual cash in hand.
- This sheet is important for maintaining transparency and for audit purposes.