

Example Company Ltd.

Daily Cash Transaction Log

Date: _____
Prepared By: _____
Location: _____

#	Time	Description	Received (IN)	Paid Out (OUT)	Balance	Remarks
1	08:30	Opening Balance	2,000		2,000	
2	09:10	Cash sales	950		2,950	
3	10:05	Purchase of office supplies		120	2,830	Invoice #1023
4	13:20	Miscellaneous Income	130		2,960	
5	15:30	Payment to Vendor		450	2,510	Bill #7102
6	17:00	Closing Balance			2,510	
Totals		3,080		570		

Important Notes:

- All cash transactions, including receipts and payments, must be recorded promptly and accurately.
- Supporting documents (receipts, invoices, vouchers) should be attached for each entry.
- Ensure the closing balance matches the actual cash in hand at the end of the day.
- This log serves as an audit trail and assists in daily reconciliations.
- Document should be reviewed and signed by the responsible staff each day.