

Digital Cash Ledger Spreadsheet

Organization/Department: XYZ Company Period: June 2024

Ledger Ref. No.: DC-0624-001 Prepared by: John Doe

Date	Description	Voucher No.	Debit (In)	Credit (Out)	Balance
01/06/2024	Opening Balance	-	5,000.00		5,000.00
03/06/2024	Petty Cash Received	RCV-016	2,000.00		7,000.00
05/06/2024	Office Supplies Purchase	PAY-079		700.00	6,300.00
11/06/2024	Travel Expenses	PAY-083		1,500.00	4,800.00
18/06/2024	Bank Deposit	DEP-022		1,200.00	3,600.00
25/06/2024	Reimbursement Received	RCV-023	1,000.00		4,600.00
30/06/2024	Closing Balance	-			4,600.00

Prepared By

Checked By

Approved By

- Ensure all entries are supported by proper vouchers or receipts.
- Entries should be updated on a daily basis to maintain accuracy.
- Check and reconcile the cash balance regularly to detect discrepancies.
- The ledger should be reviewed and approved by authorized personnel.
- This digital format facilitates easy tracking and auditing of cash transactions.