

# Standard Cash Ledger

Name of Entity:	ABC Company	Account Period:	01 Jan 2024 – 31 Jan 2024
Ledger No.:	CL-0025	Prepared By:	John Doe
Location:	New York Office	Date Prepared:	01 Feb 2024

## Cash Ledger Details

Date	Reference No.	Description	Debit (Cash In)	Credit (Cash Out)	Balance
01-01-2024	OPB-001	Opening Balance	10,000.00		10,000.00
03-01-2024	RCV-125	Cash Sales	2,500.00		12,500.00
07-01-2024	PMT-210	Payment to Supplier		1,200.00	11,300.00
14-01-2024	RCV-130	Received from Client	3,800.00		15,100.00
20-01-2024	PMT-225	Office Rent		2,000.00	13,100.00
28-01-2024	PMT-233	Salaries Paid		4,000.00	9,100.00
31-01-2024	CLS-001	Closing Balance			9,100.00

Total Cash In:	6,300.00
Total Cash Out:	7,200.00
Closing Balance:	9,100.00

### Important Notes:

- All transactions should be recorded on a daily basis with valid supporting documents.
- The ledger must be reviewed and reconciled regularly for accuracy and completeness.
- Cash balances must match with physical cash at the end of each period.
- Ensure that all entries have clear and descriptive references for future audit and verification.
- Maintain this ledger securely as it serves as an official financial record.