| Business Name:<br>©COSC Pty Ltd | Week:<br>_____ of 52 | Date: M T W T F S S<br>____/ ____/ ____ |
|---|---|---|

# ***DAILY CASH SHEET***

## RECEIPTS (Money in)

| Invoice Number | Client Name | Job details | Gross collected (include GST or Other Taxes) |
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| **TOTAL RECEIPTS**<br>Write this figure in the reconciliation below for "Received" | **$** _____ |

The total can be entered into your cashbook or computer or you can post each transactions from here to your Accounts Receivable ledger

## EXPENSES (Money out)

| | | Enter expense category in these cells – e.g. Fuel, Motor vehicle, Materials | | | | | |
|---|---|---|---|---|---|---|---|
| **Supplier** | **Details of expenditure** | **Total** | | | | | |
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| **TOTAL PAYMENTS**<br>Write this figure in the reconciliation below for "Paid out".<br>The totals can be entered into your cashbook or computer. | | **$**_____ | $_____ | $_____ | $_____ | $_____ | $____ |

The sum of the category columns should equal the total of the Total column.

## RECONCILIATION — Cash

Check how much money you should have by deducting the money spent or paid out from the money received. This will tell you the amount of "Cash kept".
Count the cash on hand.
The two figures should be the same. If not work out why and balance the figures.

| | |
|---|---|
| Received (Add) | + |
| Paid out (Subtract) | - |
| Cash kept | $ _____ |
| Money Count | $ _____ |
| Cash kept minus Money Count<br>(If not $ 0.00 then all cash has not been accounted for.) | $ _____ |

You should bank the money on hand as soon as possible after reconciling the days takings and expenses.

| | | |
|---|---|---|
| Banked / Not Banked<br>Cross out the incorrect answer | Date banked | / / |

NOTES