

Business Name: ©COSC Pty Ltd	My Great Business	Week: __29__ of 52	Date: MTWTFSS _21/_01/_2007
---------------------------------	--------------------------	-----------------------	---

EXAMPLE

DAILY CASH SHEET

RECEIPTS (Money in)			
Invoice Number	Client Name	Job details	Gross collected (include GST or Other Taxes)
65125	Fred Citizen	Mowing 1hr	44.00
65126	AJAX Car Yard	Mowing and rubbish removal 3 ½ hrs	165.00
65117	Joe Blow	Yard clean-up (last week paid as agreed)	132.00

TOTAL RECEIPTS			\$ _____ 341.00
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	Fuel/Oil	Tools	MVE	Personal	Repairs
Fuel Co	Mower fuel	13.20	13.20				
Hardware Plus	Rake and gloves	44.00		44.00			
Fuel Co	Ute fuel	55.00			55.00		
ZXY Pharmacy	Prescription	32.00				32.00	
Mower Shop	Engine oil	6.60	6.60				
Mower Shop	Whipper Snipper Head	38.70					38.70
TOTAL PAYMENTS							
Write this figure in the reconciliation below for "Paid out". The totals can be entered into your cashbook or computer.		\$189.50	\$19.80	\$44.00	\$55.00	\$32.00	\$38.70
The sum of the category columns should equal the total of the Total column.							

RECONCILIATION 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.	Cash	Received (Add)	+ 341.00
		Paid out (Subtract)	- 189.50
		Cash kept	\$ _ 151.50 _
		Money Count	\$ _ 151.50 _
		Cash kept minus Money Count (If not \$ 0.00 then all cash has not been accounted for.)	\$ _ 0 _

You should bank the money on hand as soon as possible after reconciling the days takings and expenses.	Banked / Not Banked	Date banked	22/ 01/ 2007
	Cross out the incorrect answer		

NOTES

Invoice 65127 for \$132.00 - money to be direct credited to our account tonight by Jack Smith