FLEX-Lib
Financial Literacy Enterprise eXcellence - Liberia
Phone: +231770430215 Email: info@flex-lib.org

FLEX-Lib

DAILY SALES & CASH BOOK

Business Name: ______________________

Month: ____________________________

Date	Description	Cash Sales (USD/LRD)	Other Income	Total Money Received	Business Expenses	Cash Balance

Instructions:

1. Record all sales made each day.
2. Record any additional income received.
3. Record all business expenses paid.
4. Calculate your daily balance.
5. Keep receipts for all transactions.

Why This Matters:

A daily cash book helps you know whether your business is making money or losing money and provides evidence of your business activity when seeking financing.