

CICL Cash Ledger

Program _____ Ledger Start Date _____ Verify cash when accepting ledger! – A receipt must validate every entry

| | + = Deposit / - Withdrawal / V=Verify | Transaction Amount | Cash Balance | Amount spent per consumer (add consumer names below) | Shared by all (single receipt) | Program and Staff Costs |
|-------------------------------------|---------------------------------------|--------------------|--------------|--|--------------------------------|-------------------------|
| Date | Staff Description INT | +/- V | | | | |
| | Carried from previous ledger → | | | | | |
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| Ending Cash Balance → | | | | | | |
| Total all columns → | | | | | | |
| Invoice amounts – Do not carry over | | | | | | |

Staff Signatures:

| | |
|--|----------|
| | Initials |
| | Initials |
| | Initials |
| | Initials |

Receipts must include date, time, consumer initials (by appropriate transaction) and staff signature (use front and back if needed).
Create a receipt when giving a consumer cash per their ISP and for purchases where no receipt is made available. No transaction (store) receipts are required for the cash given to a consumer. Start a new cash ledger as needed, be sure to carry the "Ending Cash Balance" to the new page.