

Cash Receipt Voucher: Meaning and Use

A **cash receipt voucher** is a financial document used to record and acknowledge the receipt of cash payments. It serves as proof of transaction and helps maintain accurate accounting records. Businesses use this voucher to track cash inflows and ensure transparency in financial operations.

Key Features of a Cash Receipt Voucher

- Date of transaction
- Name of the payer
- Amount received
- Purpose or description of payment
- Voucher number for tracking
- Signature of receiver or authorized personnel

Uses of Cash Receipt Voucher

1. **Proof of Cash Receipt:** It serves as evidence that cash has been received from a customer or other party.
2. **Maintaining Records:** Facilitates proper and organized record-keeping of cash inflows.
3. **Internal Control:** Enhances transparency and accountability within the organization's cash management system.
4. **Audit Trail:** Provides supporting documentation for auditing and financial verification purposes.

Sample Cash Receipt Voucher Format

| Voucher No. | Date | Received From | Description | Amount | Received By |
|-------------|------------|---------------|----------------------|--------|-------------|
| CRV-001 | 2024-06-24 | John Doe | Payment for Services | \$500 | Jane Smith |