

Standard Operating Procedure (SOP): Closing Cash Handling and Safe Procedures

Purpose

This SOP details the **closing cash handling and safe procedures**, including end-of-day cash drawer reconciliation, secure cash counting methods, documentation of transactions, verifying cash amounts against sales records, proper cash deposit preparation, and safe storage of cash and valuables. The purpose is to ensure accuracy, prevent theft or loss, and maintain financial integrity during the closing process.

Scope

This procedure applies to all employees responsible for handling cash, preparing deposits, and securing valuables during the end-of-day closing process.

Responsibilities

- **Cashiers/Closing Staff:** Accurately count, document, and secure all cash and valuables per procedure.
- **Supervisors/Managers:** Oversee the process, verify totals, approve documentation, and secure the safe.

Procedure

1. **End-of-Day Cash Drawer Reconciliation**
 - Remove the cash drawer from the register after the final transaction.
 - In a secure area, count the cash in the presence of a supervisor.
2. **Secure Cash Counting Methods**
 - Count bills and coins separately, double-checking totals.
 - Use standardized cash count sheets (see sample below).
3. **Documentation of Transactions**
 - Record all counts on the Cash Reconciliation Form.
 - Note any discrepancies and report them immediately to a supervisor.
4. **Verifying Cash Amounts Against Sales Records**
 - Match the cash count to the daily sales report/receipts.
 - Investigate and document any differences before proceeding.
5. **Preparation of Cash Deposit**
 - Prepare the cash deposit slip with totals, date, and signatures.
 - Seal cash and slip in the bank deposit bag. Sign across the seal.
6. **Safe Storage Procedures**
 - Place the deposit bag in the designated safe or lockbox.
 - Log the deposit in the Safe Access Log (include date, time, person depositing).
 - Ensure the safe is locked and access is restricted to authorized personnel only.
7. **Final Checks**
 - Verify all forms are completed and signed.
 - Secure all documentation in the assigned folder or safe area.
 - Report process completion to the closing manager/supervisor.

Sample Cash Reconciliation Form

Denomination	Count	Total Amount
\$100 Bills		
\$50 Bills		
\$20 Bills		
\$10 Bills		
\$5 Bills		

\$1 Bills		
Coins		
Total Cash Counted		
Register Sales Total		
Discrepancy (if any)		

Safe Access Log (Sample)

Date	Time	Name	Deposit Description	Signature

Security and Compliance

- **Never count cash in public or viewable areas.**
- Limit safe and cash access to authorized personnel only.
- Follow all company policies and legal requirements for cash handling and documentation.

Sign Off

Employee: _____ Date: _____
Supervisor: _____ Date: _____