

# Standard Operating Procedure (SOP)

## End-of-Day Sales Reconciliation and Cash Handling

This SOP details the **end-of-day sales reconciliation and cash handling** process, including verifying total sales, counting cash and other payment methods, balancing cash registers, recording discrepancies, securely storing cash, and preparing deposits. The goal is to ensure accurate financial records, prevent cash loss, and maintain accountability in daily sales operations.

### 1. Purpose

To provide a standardized process for reconciling sales and handling cash at the close of business, ensuring accuracy and security.

### 2. Scope

This SOP applies to all employees responsible for closing registers, reconciling daily sales, and managing cash/deposit procedures.

### 3. Responsibilities

- **Cashiers:** Complete end-of-day register counts and initial reconciliation.
- **Supervisors/Managers:** Verify reconciliation, review discrepancies, and approve deposit preparation.
- **Accounting/Finance:** Review records and follow up on discrepancies if necessary.

### 4. Procedure

1. **Close Sales on POS/Register**
  - Print out daily sales reports for each register.
  - Ensure all transactions are finalized and logged.
2. **Verify and Count Payment Methods**
  - Count cash, coins, checks, and other physical payment receipts.
  - Verify credit/debit card, mobile payments, and gift card totals with POS summary.
3. **Balance the Register**
  - Compare counted cash and payment totals with POS report totals.
  - Note any discrepancies and investigate as needed.
4. **Record Discrepancies**
  - Log any differences between counted and actual totals in the Reconciliation Log (see template below).
  - Report significant variances (> defined threshold) to the supervisor immediately.
5. **Prepare Cash Deposit**
  - Separate starting cash (float) from daily sales cash.
  - Prepare the deposit slip and bagged cash for bank deposit according to security guidelines.
6. **Secure and Store Cash**
  - Store deposit bags and float cash in the designated safe or locked location until taken to the bank.
7. **Complete Documentation**
  - Sign and date the Reconciliation Log and deposit slip.
  - Supervisor/Manager reviews and signs off.

### 5. Reconciliation Log Template

Date	Register #	Total Sales (POS)	Total Cash Counted	Total Card Payments	Total Checks	Discrepancy	Reason/Comments	Initials	Supervisor Review
[DD/MM/YYYY]	[001]	[Amount]	[Amount]	[Amount]	[Amount]	[+/- Amount]	[Notes]	[Initials]	[Initials]

### 6. Safety and Security

- Never count cash in public view.
- Follow dual-control policies for large deposits.
- Ensure all safes and drawers are locked after use.

- Deposit cash as soon as possible after reconciliation is complete.

## 7. Documentation

- Daily Reconciliation Log
- Deposit Slips
- Sales Reports
- Discrepancy Reports (if applicable)

## 8. Review and Audit

- The reconciliation process should be periodically reviewed by management.
- Random audits should be conducted to check compliance.
- All records must be retained as per company policy and legal requirements.

This SOP must be reviewed annually and updated as necessary.