

SOP: Cash Register Setup and Float Verification

Purpose: This SOP details the process for **cash register setup and float verification**, including procedures for preparing the cash register at the start of a shift, counting and verifying the cash float, ensuring accurate denomination allocation, recording initial cash amounts, and safeguarding the float throughout operational hours. The purpose is to maintain financial accuracy, prevent discrepancies, and ensure smooth transaction handling during business operations.

Scope

This SOP applies to all staff members responsible for operating and managing cash registers at the start of each shift in the organization.

Responsibilities

- **Cashiers:** Perform count and verification of cash float, record amounts, and ensure secure handling of cash.
- **Supervisors/Managers:** Oversee the process, authorize discrepancies, and perform audits as required.

Definitions

- **Cash Float:** The predefined amount of cash (by denominations) assigned to the register at the start of each shift for processing transactions.
- **Register Setup:** The process of preparing the cash register, including stocking supplies and confirming the cash float.

Required Materials

- Cash register
- Assigned cash float (by denomination)
- Float verification log sheet (paper or digital)
- Secure cash drawer
- Calculator (if needed)
- Pen or writing instrument (if paper-based log)

Procedure

1. **Prepare Register Station:**
 - Ensure the cash register is clean, accessible, and equipped with necessary supplies.
 - Secure any personal belongings away from the register area.
2. **Retrieve Cash Float:**
 - Collect the float from the designated secure location, as per company policy.
3. **Count and Verify Cash Float:**
 - Individually count each denomination (notes and coins) in front of a supervisor (if required).
 - Compare against the required float allocation as per the template below:

Denomination	Required Quantity	Amount	Actual Count	Variance
\$100	—	—	—	—
\$50	—	—	—	—
\$20	—	—	—	—
\$10	—	—	—	—
\$5	—	—	—	—
Coins	—	—	—	—
Total	—	—	—	—

4. **Record Initial Float:**
 - Document the starting float amounts in the float verification log, noting any discrepancies.
 - Both cashier and supervisor must sign off to confirm accuracy (if required by policy).

5. **Allocate Denominations in Drawer:**

- Arrange notes and coins by denomination for ease of use during transactions.
- Ensure no non-float cash or personal funds are present in the drawer.

6. **Secure and Safeguard Float:**

- Keep the register locked when unattended.
- Limit access to authorized personnel only.

7. **Address Discrepancies:**

- If discrepancies are found, immediately report them to the supervisor/manager and document in the log.

8. **Begin Transactions:**

- Once verified, the cash register is ready for regular business operations.

Documentation

All float counts and verifications must be documented on the designated **Float Verification Log Sheet** at the beginning of each shift, with both cashier and supervisor signatures where required.

Security Measures

- Never leave the cash register unattended and unlocked.
- Do not share cash drawer keys or passwords.
- Report suspicious activity involving cash immediately to management.

References

- Company Cash Handling Policy
- Float Verification Log Template (internal documentation)

Review

This SOP is to be reviewed annually, or whenever policies change.