

Standard Operating Procedure (SOP)

Closing Duties: End-of-Day Cleaning and Cash Reconciliation

This SOP details **closing duties including end-of-day cleaning and cash reconciliation**, covering tasks such as cleaning and organizing work areas, properly shutting down equipment, securing inventory, balancing cash registers, preparing deposit summaries, and ensuring all financial transactions are accurately recorded. The procedure aims to maintain a clean, safe environment and ensure financial accuracy at the close of business operations.

1. Purpose

To outline the required closing responsibilities to ensure cleanliness, safety, and financial accuracy at the end of each business day.

2. Scope

This procedure applies to all staff members assigned closing duties.

3. Responsibilities

- All closing staff are responsible for performing and documenting closing duties as outlined.
- Supervisors/Managers are responsible for verifying completion and accuracy of the tasks and cash reconciliation.

4. Procedure

4.1 Cleaning and Organizing

- Clear and sanitize all work surfaces (tables, counters, sinks, etc.).
- Sweep and mop floors in all areas.
- Empty all trash bins and replace liners.
- Clean and sanitize restrooms (if applicable).
- Organize supplies and materials for the next day's use.
- Ensure all products and equipment are stored in their designated places.

4.2 Equipment Shutdown/Securing Inventory

- Properly shut down or unplug equipment according to manufacturer guidelines.
- Check for and report any equipment issues to the supervisor.
- Secure inventory and sensitive materials in locked storage if required.

4.3 Cash Reconciliation

- Count cash in the register and compare with POS system totals.
- Document any discrepancies and report immediately to the supervisor.
- Prepare deposit summary and secure cash according to company procedures.
- Ensure all financial transactions are accurately recorded and all receipts are organized.

4.4 Closing Checklist Completion

- Complete the end-of-day closing checklist (see sample below).
- Supervisor/manager reviews and signs the checklist.
- File the checklist and reconciliation documents in the designated location.

5. Closing Checklist (Sample)

Task	Completed (Y/N)	Initials	Notes
Sanitize all work surfaces			

Sweep/mop floors			
Empty trash bins			
Clean restrooms			
Store away equipment and inventory			
Shut down all equipment			
Balance cash register			
Prepare deposit summary			
File paperwork			

6. Documentation

- Completed checklists and cash reconciliation forms must be retained as per company policy.
- Report and file any discrepancies or incidents before leaving premises.

7. Safety & Security

- Ensure all doors and windows are securely locked before leaving.
- Activate security systems as required.