Standard Operating Procedure (SOP): Cash Drawer Balancing and Safe Drop Procedures

This SOP details the procedures for **cash drawer balancing and safe drop procedures**, including accurate cash counting, reconciliation of receipts, identification and resolution of discrepancies, secure handling of cash, timing and documentation of safe drops, and ensuring compliance with company financial policies. The goal is to maintain cash accountability, prevent theft or loss, and ensure a smooth and secure cash management process within the organization.

1. Cash Drawer Balancing

- At the end of each shift, the cashier will close out their point-of-sale (POS) system and access the cash drawer.
- Move to a secure area out of customer view and count all cash, checks, and other receipts.
- Refer to the **Cash Count Sheet** (see template below) to record the breakdown of bills, coins, and non-cash items.
- Compare the counted total to the POS total and daily sales reports.
- Document any discrepancies and attempt to identify the cause (e.g., incorrect change, voids, over-rings).
- Notify a supervisor or manager immediately if discrepancies cannot be resolved.

Cash Count Sheet Example	
Currency Denomination	Amount Counted
$100 Bills	
$50 Bills	
$20 Bills	
$10 Bills	
$5 Bills	
$1 Bills	
Coins	
Total Cash	
Checks/Other Receipts	
Grand Total	

2. Safe Drop Procedures

- Cash amounts over the **drawer limit** must be removed and placed in the safe during the shift (as per company policy, e.g. $200 maximum in drawer).
- Prepare a **Safe Drop Envelope**, completing all required fields (date, time, cashier name, amount, and manager signature if needed).
- In the presence of a manager (if required), insert the envelope into the safe through the drop slot.
- Log the safe drop in the **Safe Drop Logbook** or electronic log, recording all relevant details.
- **Do not** leave the cash drawer or safe unattended during this process.
- Perform final safe drop immediately after balancing the cash drawer at the end of the shift.

Safe Drop Log	Date/Time	Employee Name	Amount	Manager Signature

3. Documentation and Compliance

- Ensure all documentation is accurate, legible, and submitted daily to management.
- Maintain all cash balancing and safe drop records for the period specified in company policy.
- Report all unresolved discrepancies or incidents immediately to management or loss prevention.
- Follow all company, local, and state regulations regarding cash handling and security.

4. Roles and Responsibilities

- **Cashiers:** Responsible for counting, balancing, and proper documentation.
- **Supervisors/Managers:** Responsible for reviewing balances, approving drops, investigating discrepancies, and ensuring adherence to procedures.

5. Revision and Review

- Review this SOP annually or as needed to address changes in procedures or regulations.
- Communicate changes to all cash-handling staff as soon as they are implemented.