

Standard Operating Procedure (SOP): Cash Register and Safe Count-In Procedures

This SOP details the **cash register and safe count-in procedures**, including guidelines for accurate cash handling, register drawer reconciliation, verification of starting cash amounts, secure transfer of funds to the safe, documentation requirements, and roles and responsibilities of staff involved. It aims to ensure accountability, prevent discrepancies, and maintain the security of cash assets at the start of each shift or business day.

1. Purpose

To outline standardized procedures for counting-in cash registers and the safe at the start of each shift, ensuring the accuracy and security of company funds.

2. Scope

This procedure applies to all staff members responsible for handling cash, including cashiers, supervisors, and managers.

3. Responsibilities

Role	Responsibility
Cashier	Counting register float, verifying amounts, recording discrepancies, and reporting to management.
Supervisor/Manager	Supervising the process, verifying counts, securing safe, reviewing documentation, and investigating discrepancies.
Security (if applicable)	Overseeing the secure transfer of funds and access to the safe.

4. Procedure

- Preparation**
 - Retrieve the register drawer from the secure location (safe or office).
 - Ensure that two authorized employees are present for dual verification, if policy requires.
- Register Float Count**
 - Count the cash in the register drawer by denomination (bills and coins).
 - Record the amounts on the Register Float Sheet or electronic log.
 - Compare the total to the predetermined starting amount (float).
- Discrepancy Handling**
 - Immediately report and document any discrepancies to the manager/supervisor.
 - Both staff present must sign off on discrepancy documentation.
- Safe Count-In**
 - Access the safe with appropriate authorization and document the opening time.
 - Count the total cash and verify against the previous shift's ending balance and new deposits.
 - Record all figures in the Safe Log Sheet.
- Secure Transfer of Funds**
 - Prepare register float or change funds as per the day's operational requirements.
 - Transfer and secure excess cash in the safe; only leave authorized float in the register.
 - Ensure safe and register are securely locked and access credentials are controlled.
- Documentation**
 - All count sheets and logs must be signed by both the counting staff and the supervising manager.
 - Store documentation securely and submit to accounting/finance as per company policy.

5. Documentation Requirements

- Register Float Count Sheet or electronic equivalent
- Safe Log Sheet
- Discrepancy Report (if applicable)
- Sign-off sheet for both staff and supervisor/manager

6. Security and Confidentiality

- Access to the safe and cash register must be limited to authorized personnel only.
- Never disclose safe codes or register keys to unauthorized individuals.
- Always follow dual control procedures when required.