

# SOP Template: Daily Cash Handling, Counting, and Deposit Procedures

This SOP defines the **daily cash handling, counting, and deposit procedures** to ensure accuracy and security in managing cash transactions. It includes guidelines for cash collection, systematic counting methods, proper documentation, reconciliation processes, and secure deposit protocols to minimize errors and prevent theft. Adhering to these procedures promotes accountability and maintains financial integrity within the organization.

## 1. Purpose

To standardize daily procedures for cash handling, counting, and deposits, ensuring secure, accurate, and accountable financial transactions across the organization.

## 2. Scope

This SOP applies to all employees responsible for handling cash receipts, counting daily cash, preparing deposits, and related documentation.

## 3. Responsibilities

- **Cash Handlers:** Follow all procedures for collection, counting, and documentation.
- **Supervisors/Managers:** Oversee compliance, review reconciliation, and approve deposits.
- **Finance Department:** Maintain records, conduct periodic audits, and provide training.

## 4. Procedures

### 4.1 Cash Collection

- Collect cash from designated registers, tills, or cash points at the close of each business day.
- Transport cash in a locked cash bag or container to a secure counting area.

### 4.2 Cash Counting

- Count cash in a secure, designated area with at least two authorized staff members present.
- Use standardized counting sheets or electronic cash reconciliation forms.
- Segregate bills and coins by denomination.
- Record the cash count totals, including any discrepancies (overages/shortages).

### 4.3 Documentation

- Complete a daily cash count form, including:
  - Date and time
  - Names/signatures of staff counting
  - Total amount counted by denomination
  - Any discrepancies noted
- Attach supporting documentation (register tapes, transaction logs) to cash count forms.

### 4.4 Reconciliation

- Compare daily cash receipts to the expected totals from sales reports.
- Document and investigate discrepancies immediately; report unresolved issues to management.

### 4.5 Deposit Preparation

- Prepare deposit slip with cash totals, checks, and other payment forms.
- Place cash, checks, and deposit slip in a tamper-evident deposit bag.
- Seal the deposit bag and sign the security seal log.

### 4.6 Cash Deposit

- Deposits must be made to the designated bank or safe at the end of each business day or as scheduled.
- Deposits should be transported by two authorized staff members whenever possible.

## 5. Security Measures

- All cash handling and counting areas must be secure and monitored.
- Only authorized personnel may access cash storage and counting locations.
- Never leave cash unattended. Transport cash discreetly within the facility.

6. Records Retention

- Retain all cash count forms, deposit slips, and related documentation for a minimum of one year or as required by policy.
- Store records securely and make them available for audit when requested.

7. Training

- All staff handling cash must receive initial and annual refresher training on these procedures.

8. Revision History

Version	Date	Description	Author
1.0	2024-06-20	Initial SOP template created.	Finance Department

*By following this SOP, the organization ensures the accuracy, security, and integrity of cash transactions.*