

# Standard Operating Procedure (SOP)

## Daily Opening and Closing Cash Drawer Procedures

This SOP details the **daily opening and closing cash drawer procedures**, including cash drawer verification at the start and end of shifts, accurate cash counting, reconciliation of sales and cash receipts, documentation of discrepancies, secure handling of cash, and proper log maintenance. The aim is to ensure accurate financial transactions, prevent cash discrepancies, and maintain accountability throughout the workday for all cash-handling personnel.

### 1. Purpose

To ensure accurate cash handling, reduce discrepancies, and maintain accountability and security during opening and closing of cash drawers.

### 2. Scope

This procedure applies to all personnel responsible for handling cash drawers at the start and end of each shift.

### 3. Responsibilities

- **Cashiers:** To accurately count and verify the cash drawer at both opening and closing, report discrepancies, and maintain logs.
- **Supervisors/Managers:** To verify cash counts, review documentation, and address any discrepancies.

### 4. Procedure

#### 1. Opening the Cash Drawer

- Obtain the cash drawer from the secure storage.
- Count and verify the starting cash amount in the presence of a supervisor (if required).
- Record the cash denominations and total amount in the Opening Cash Drawer Log.

Denomination	Count	Total
\$100		
\$50		
\$20		
\$10		
\$5		
\$1		
Coins		
Total		

- Note any discrepancies immediately and inform the supervisor.
- Sign and date the Opening Cash Drawer Log.

#### 2. During Shift

- Handle all cash transactions according to standard till procedures.
- Minimize excess cash in the drawer; perform drops if necessary (as per company policy).

#### 3. Closing the Cash Drawer

- Remove the cash drawer and move to a secure counting area.
- Count all cash (bills and coins), including starting cash and amounts received during shift.
- Print and review end-of-shift sales and cash receipt reports.
- Reconcile the physical cash total with system-generated totals.
- Record the closing cash count in the Closing Cash Drawer Log (use table format above).
- Document any overages or shortages in the Discrepancy Log and immediately notify the supervisor.
- Place cash and copy of reports in designated secure location (safe, deposit bag, etc.).
- Sign and date the Closing Cash Drawer Log.

### 5. Documentation

- Opening/Closing Cash Drawer Logs
- Discrepancy Log (including explanations and corrective actions)

- Supervisor verification signatures
- Daily sales and cash reconciliation reports

## 6. Security

- Never leave the cash drawer unattended.
- Always ensure cash is securely stored during and after shifts.
- Allow only authorized personnel access to cash drawers and logs.
- Follow all company policies regarding cash handling and security measures.

## 7. Review & Audit

- Supervisors should periodically review cash handling logs and investigate recurring discrepancies.
- Random audits may occur to ensure compliance with procedures.

**Note:** Any persistent or significant cash discrepancies must be escalated to management immediately for further investigation.