

Standard Operating Procedure (SOP)

End-of-Day Cash Reconciliation and Deposit Preparation

This SOP details the **end-of-day cash reconciliation and deposit preparation** process, including cash counting, balancing sales records, preparing deposit slips, securing cash and checks, documenting discrepancies, and ensuring timely bank deposits. The goal is to maintain accurate financial records, prevent discrepancies, and safeguard cash assets through consistent and thorough procedures at the close of each business day.

1. Scope

This procedure applies to all cashiers, supervisors, and managers responsible for cash handling and bank deposits at the end of each business day.

2. Responsibilities

- Cashiers: Count cash, complete cash reconciliation form, and report discrepancies.
- Supervisors/Managers: Verify reconciliation, prepare deposit slip, secure deposit, and document issues.

3. Procedure

1. **Cash Counting**
 - Remove cash drawer or cash bag from register in a secure area.
 - Count all cash (bills and coins) and document totals.
 - Count checks and verify payee, date, and amount fields.
2. **Balancing with Sales Records**
 - Compare the total cash and checks against daily sales summaries or register reports.
 - Double-check for overages or shortages and note amounts.
3. **Documenting Discrepancies**
 - Record any cash discrepancies (over/short) on the cash reconciliation form.
 - Have both the cashier and supervisor sign to acknowledge the discrepancy.
 - Escalate significant discrepancies to management immediately.
4. **Preparing the Deposit**
 - Remove the predetermined starting cash (change fund) for the following business day and secure it separately.
 - Endorse and list each check on the deposit slip.
 - Fill out the deposit slip accurately, including cash and check totals.
 - Place all cash, checks, and the deposit slip in a sealed, tamper-evident deposit bag.
5. **Securing the Deposit**
 - Store the deposit bag in the designated safe or locked drawer until it is taken to the bank.
6. **Bank Deposit**
 - **Deposit must be made on the following business day or according to company policy.**
 - Complete deposit log with date, time, and name of person making the deposit.
7. **Recordkeeping**
 - File all reconciliation forms, deposit slips, and discrepancy reports securely for audit purposes.

4. Documentation

- Cash Reconciliation Form
- Deposit Slip
- Deposit Log
- Discrepancy Report (if needed)

5. Safety and Security

- Never count or transport cash alone when possible.
- Always use tamper-evident bags for deposits.
- Keep cash out of public areas; use secure locations only.

6. Revision History

- Version 1.0 – Effective Date: [Enter Date]

For questions or to report process deviations, contact [Manager/Supervisor/Finance Department].