

# SOP Template: Store Closing Sales Reconciliation and Cash Counting

This SOP details the **store closing sales reconciliation and cash counting** process, including procedures for accurately summarizing daily sales, verifying cash drawer totals, handling discrepancies, preparing end-of-day financial reports, securing cash and receipts, and ensuring compliance with company policies. The objective is to maintain financial accuracy and accountability during store closing operations.

## 1. Purpose

To ensure accurate end-of-day sales reconciliation and cash counting, providing financial integrity and accountability during store closing procedures.

## 2. Scope

This SOP applies to all store closing staff responsible for daily sales reconciliation, cash handling, and end-of-day reporting.

## 3. Responsibilities

- **Store Manager:** Oversee the closing process and review reports.
- **Cashier/Closing Staff:** Count cash, reconcile sales, and complete documentation.
- **Accounting/Finance Department:** Audit records as necessary.

## 4. Procedures

1. **Retrieve Daily Sales Reports**
  - Print/store automated POS sales summary reports (total sales, payment types, returns, voids, discounts).
2. **Prepare for Cash Counting**
  - Remove cash drawer(s) from POS/register and relocate to secure, private area.
  - Gather required counting tools: calculator, count sheets, deposit bags.
3. **Cash Counting Process**
  - Sort cash by denomination (bills and coins).
  - Count each denomination and record on the cash count sheet (see template below).
  - Total all cash, noting starting cash float, cash sales, and comparing against POS records.
4. **Reconcile Sales and Payments**
  - Verify credit/debit card receipts match sales data in the POS report.
  - Check recorded checks, gift cards, and other payment types for accuracy.
5. **Handle Discrepancies**
  - If cash counts do not match POS reports, recount cash.
  - Document any discrepancies exceeding company thresholds and notify the Store Manager.
6. **Prepare End-of-Day Reports**
  - Complete the daily reconciliation form/financial report, attaching all supporting documents (closing Z-tape, receipts, count sheet).
  - Both cashier and manager must sign all documents.
7. **Secure Cash and Receipts**
  - Seal cash and related documentation in the bank deposit bag or drop safe as per policy.
  - Ensure all receipts and reports are stored securely until collection or processing by accounting.

## 5. Documentation

Document	PIC (Person in Charge)	Storage Location
Cash Count Sheet	Cashier/Manager	Store Finance Folder
POS Sales Summary Report	Cashier	End-of-Day Packet
Deposit Bag Receipt	Cashier/Manager	Safe/Deposit Log

## 6. Cash Count Sheet Template

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

Starting Cash Float: \_\_\_\_\_

Cash to Deposit: \_\_\_\_\_

Cashier Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 7. Compliance and Security

- Follow dual-control procedures (two staff present) when counting and depositing cash, when required.
- Report all variances or irregularities according to company incident procedures.
- Store all reports and cash securely as per company policies.

## 8. References

- Store cash handling policy
- End-of-day checklist
- Internal controls manual

**Note:** Consistent compliance with these procedures ensures accountability and financial accuracy, minimizing risk and maintaining trust.