

SOP Template: Cash Register Setup and Float Preparation

This SOP details the process for **cash register setup and float preparation**, including verifying the cash register's functionality, organizing the cash drawer, counting and preparing the starting float, documenting float amounts, and ensuring the cash register is ready for daily transactions. The procedure aims to streamline financial operations, prevent discrepancies, and maintain accurate cash handling from the start of each business day.

1. Purpose

To standardize the procedure for setting up the cash register and preparing the starting float, ensuring accuracy and accountability in daily cash handling.

2. Scope

This SOP applies to all staff responsible for cash handling at the beginning of each business day.

3. Responsibilities

- **Cashier:** Ensures the cash register is set up correctly and the float is accurately counted and documented.
- **Supervisor/Manager:** Verifies float preparation and approves/double-checks documentation as required.

4. Procedure

1. **Verify Cash Register Functionality**
 - Turn on the cash register and confirm it powers up correctly.
 - Check that the display, receipt printer, and cash drawer open and function properly.
2. **Organize the Cash Drawer**
 - Ensure all compartments are empty and free of debris from the previous day.
 - Place coin and note dividers as required for easy access and denomination separation.
3. **Count and Prepare Starting Float**
 - Collect the approved float amount for the register from the safe or designated secure location.
 - Count and verify the total amount, ensuring correct denominations are allocated (see sample table below).
 - Example float composition:

Denomination	Quantity	Total
\$100 Notes	1	\$100
\$50 Notes	2	\$100
\$20 Notes	5	\$100
\$10 Notes	10	\$100
\$5 Notes	20	\$100
Coins	Varies	\$50
Total Float		\$550

4. **Document Float Amounts**
 - Record actual float details on the Cash Float Log Sheet or digital system, including denominations and staff signature.
 - Have a supervisor/manager verify and sign off if required.
5. **Place Float in Cash Register**
 - Organize money by denomination in designated compartments.
 - Ensure cash drawer is neat and close the drawer securely.
6. **Confirm Register Readiness**

- Verify the register is fully operational and ready for daily transactions.
- Report any issues to the supervisor/manager immediately.

5. Documentation

- Cash Float Log Sheet (Paper or Digital)
- Daily Cash Register Checklist

6. Review and Audit

- The float and cash register setup process should be reviewed periodically for compliance and accuracy.
- Any discrepancies must be reported and investigated according to company policy.

7. Version Control

- SOP Version: 1.0
- Effective Date: [Insert Date]
- Approved By: [Insert Approver]
- Next Review: [Insert Date]