

# SOP Template: Bar Closing Cash-out and Reconciliation

This SOP details the **bar closing cash-out and reconciliation** process, including cash counting, sales verification, receipt and voucher tallying, credit card transaction reconciliation, inventory adjustments, and reporting discrepancies. The goal is to ensure accurate financial records, prevent cash shortages or overages, and maintain accountability at the end of each business day.

## 1. Cash Counting

1. Retrieve the cash drawer and take it to the designated counting area.
2. Count all cash in the drawer (bills and coins) in the presence of a supervisor if required.
3. Record the total cash amount on the Cash Reconciliation Sheet.
4. Separate the starting cash float from the day's takings.
5. Place the starting float in the safe for the next shift.

## 2. Sales Verification

1. Print the end-of-day sales report from the POS system.
2. Compare the sales total on the report with the calculated cash and electronic sales.
3. Note any discrepancies for further investigation.

## 3. Receipt and Voucher Tallying

1. Collect all receipts and vouchers given throughout the day.
2. Match each receipt/voucher to a corresponding transaction in the POS report.
3. Organize receipts/vouchers by payment type (cash, credit, gift, etc.).

## 4. Credit Card Transaction Reconciliation

1. Print the credit card batch summary from the POS terminal.
2. Ensure all credit card payments recorded match the batch summary.
3. Highlight any mismatches and follow up as needed.

## 5. Inventory Adjustments

1. Review inventory levels using the inventory management system.
2. Document any wastage, spillage, or complimentary items given.
3. Update inventory records accordingly.

## 6. Reporting Discrepancies

1. Document all discrepancies (cash over/short, unmatched transactions) on the provided discrepancy log.
2. Report major discrepancies immediately to the supervisor/manager.
3. Attach all supporting documents (receipts, reports) to the log.

## 7. Final Submission

1. Submit the completed Cash Reconciliation Sheet, receipts, vouchers, and discrepancy log to management or the designated secure location.
2. Secure the cash and deposits as per company policy (safe, deposit drop, etc.).
3. Ensure the bar area is clean and organized before leaving.

## 8. Documentation & Accountability

- Ensure all forms are properly filled and signed by the responsible staff and supervisor.
- Retain copies as per company record retention policies.

**Note:** Consistent adherence to this SOP ensures both compliance and accurate financial tracking. Any unresolved issues should be escalated to management immediately.