

SOP Template: Cash Handling and Safe Deposit Procedures

This SOP details **cash handling and safe deposit procedures**, covering the proper methods for receiving, counting, and recording cash transactions, ensuring accuracy and accountability. It includes guidelines for secure cash storage, transport protocols to prevent theft or loss, and steps for timely bank deposits. The procedure aims to minimize risks associated with cash management, maintain financial integrity, and comply with auditing and security standards.

1. Purpose

To establish standardized procedures for receiving, managing, storing, transporting, and depositing cash to ensure security, accuracy, and compliance with financial controls.

2. Scope

This SOP applies to all personnel handling cash, including front-line staff, supervisors, and managers, within the organization.

3. Responsibilities

- **Cash Handlers:** Accurately receive, count, record, and temporarily store cash.
- **Supervisors/Managers:** Oversee cash handling operations, review records, and authorize deposits.
- **Finance Staff:** Reconcile records, prepare deposits, and ensure timely transfer to bank.
- **Security Personnel:** Support secure cash transport and storage.

4. Procedure

4.1 Receiving and Counting Cash

1. Cash is to be received in the presence of both the cash handler and one witness whenever possible.
2. All cash received must be counted and verified immediately. Use a calculator or cash counting machine if available.
3. Record each transaction in the official cash log, noting the date, amount, payer details, and purpose.
4. Issue a receipt to the payer for every transaction, with duplicate copies retained for records.

4.2 Recording Cash Transactions

1. Record all cash transactions promptly in the cash register or ledger.
2. Ensure that transaction records are accurate, legible, and include all required details.
3. Reconcile the cash register/ledger with physical cash at the end of each shift/day.

4.3 Secure Cash Storage

1. All cash holdings must be stored in a locked cash drawer or safe when not in use.
2. Access to storage is restricted to authorized personnel only; maintain a log of access.
3. Cash in excess of the approved threshold should be transferred to the safe promptly.
4. Never leave cash unattended or exposed in work areas.

4.4 Cash Transport Protocols

1. Prepare bank deposits and record cash amounts and denominations prior to transportation.
2. All cash transports should be carried out by two authorized individuals.
3. Use secure bags and avoid conspicuous routes or times.
4. In case of significant amounts, alert security personnel to assist with escort if necessary.

4.5 Bank Deposits

1. Deposit cash to the bank daily or as soon as practical, following reconciliation.
2. Obtain and retain deposit slips as proof of transaction.
3. Update cash logs and report deposit completion to the finance department/manager.

5. Safe Deposit Procedures

1. Dual control: At least two authorized staff must be present to open/close the safe.
2. Log all cash movements into and out of the safe, including date, time, personnel, and amounts.
3. Change safe combinations regularly and after staff changes.
4. Conduct random audits of safe contents and logs to ensure compliance.

6. Auditing and Compliance

- Perform regular reconciliations between physical cash, logs, and financial records.
- Document any discrepancies and investigate immediately.
- Comply with all internal and external audit requirements and provide full access to records.

7. Documentation

- Cash receipts and logs
- Safe access and transaction logs
- Deposit slips and bank records
- Audit reports

8. Revision History

Version	Date	Description	Author
1.0	2024-06-07	Initial SOP release	Finance Dept.