

SOP: Closing Cash-out, Sales Reconciliation, and Security Lock-up Procedures

This SOP details the **closing cash-out, sales reconciliation, and security lock-up procedures**, encompassing end-of-day cash handling, accurate sales record verification, discrepancy resolution, secure cash transport, and comprehensive closing checklist execution. It ensures financial accuracy, accountability, and the security of all assets, thereby safeguarding the business against theft, errors, and financial discrepancies.

1. Cash-Out Procedure

1. Count cash in each register/drawer in view of the supervisor or camera.
2. Record the closing balance on the Cash-Out Sheet.
3. Remove beginning float and prepare deposit for daily sales amount.
4. Place cash in tamper-evident deposit bags, seal, and label with date and initials.
5. Store deposit bags in the safe until transport.

2. Sales Reconciliation

1. Print end-of-day sales report from POS system.
2. Compare cash, card, digital, and other payment totals against POS report.
3. List and investigate discrepancies. Document explanations for variances.
4. Record all sales and payment types on the Sales Reconciliation Sheet.

Payment Type	POS Total	Counted Total	Variance	Comments
Cash				
Credit/Debit				
Other				

3. Discrepancy Resolution

1. Notify supervisor/manager immediately of unexplained discrepancies.
2. Document all findings and corrective actions taken in the shift log.
3. Ensure discrepancies are resolved or escalated before final cash-out is completed.

4. Secure Transport & Deposit

1. Assign two staff members for end-of-day bank deposit whenever possible.
2. Follow designated secure route and maintain awareness of surroundings.
3. Obtain deposit receipt from bank and store it in records folder onsite.

Note: If a security service is used, log the time and identity of the service provider.

5. Security Lock-up Checklist

- Verify all registers, safes, and cash storage units are locked.
- Ensure all sensitive documents are secured.
- Set all alarms and security systems.
- Perform a walk-through to check for open windows, propped doors, or unauthorized persons.
- Log the time and staff initials on the closing checklist.

6. Documentation & Reporting

1. Store completed Cash-Out and Sales Reconciliation Sheets in designated binder/folder.
2. Email or hand off daily reports to management before leaving the premises.
3. Document any unusual incidents or security concerns in shift log.

7. Responsibilities

- **Closing Staff:** Execute cash-out, reconciliation, and security steps as above.
- **Supervisor/Manager:** Oversee process, approve documentation, resolve discrepancies.
- **Security/Transport:** Ensure safe deposit of cash as per policy.

8. References

- Cash Handling Policy
- Security & Alarm Procedure
- Incident Reporting Policy