

Standard Operating Procedure

End-of-Day Cash Register Reconciliation

This SOP details the **end-of-day cash register reconciliation** process, including counting and verifying cash totals, cross-checking sales receipts and transaction logs, identifying and resolving discrepancies, preparing deposit summaries, and securely storing cash and documentation. The procedure ensures accurate financial tracking, minimizes errors, and maintains accountability for all cash register transactions at the close of each business day.

1. Purpose

To ensure all cash register transactions are accurately reconciled, documented, and securely stored at the end of each business day.

2. Scope

This SOP applies to all employees responsible for handling cash register operations and end-of-day financial procedures.

3. Responsibilities

- **Cashier/Closing Staff:** Execute reconciliation procedure, report discrepancies, and prepare deposit summaries.
- **Supervisor/Manager:** Verify reconciliation, approve documentation, and oversee secure storage.

4. Procedure

- 1. Prepare for Reconciliation**
 - Close out all open transactions at the register.
 - Print the end-of-day register transaction report (X/Z report).
 - Gather all sales receipts and supporting transaction documentation.
- 2. Count Cash Drawer**
 - Remove the cash drawer from the register and take to a secure counting area.
 - Sort and count all currency and coins; record totals on the Cash Count Sheet.
 - Separate starting cash (float) from daily takings.
- 3. Verify Totals**
 - Compare counted cash total with register report total.
 - Confirm that credit/debit card and other payment methods match transaction log totals.
- 4. Identify and Resolve Discrepancies**
 - If cash on hand does not match register total, recount cash and review receipts.
 - Note discrepancies on the reconciliation form and inform supervisor if unresolved.
- 5. Prepare Deposit and Documentation**
 - Complete deposit summary with cash, checks, and card totals.
 - Bundle counted cash and checks as per store policy for bank deposit.
 - Attach supporting documentation (receipts, count sheets, reports) to the reconciliation form.
- 6. Secure Cash and Documentation**
 - Place deposit in designated safe or lockbox as per security procedures.
 - File all reconciliation documents in the appropriate location for record keeping.
- 7. Sign Off**
 - Reconciliation must be reviewed and signed by both responsible staff and supervisor/manager.

5. Documentation

Form / Report	Description	Retention Period
---------------	-------------	------------------

Cash Count Sheet	Records detailed breakdown of currency and coins counted.	1 year
Register Transaction Report (X/Z report)	End-of-day register summary showing all transactions.	1 year
Reconciliation Form	Documents discrepancies and sign-off.	1 year
Deposit Summary	Summarizes deposit amount by payment method.	1 year

6. References

- Company Cash Handling Policy
- Store Security and Safe Access Policy

7. Revision History

Version	Date	Description of Change	Author
1.0	2024-06-10	Initial SOP release	Finance Manager

Note: Any discrepancies or concerns identified during reconciliation must be escalated to store management immediately for investigation and resolution.