

Standard Operating Procedure (SOP)

Cash Handling Security Measures and Staff Access Controls

This SOP details **cash handling security measures and staff access controls**, including procedures for secure cash collection, storage, and transport, staff authorization protocols, monitoring and reconciliation processes, and measures to prevent theft and fraud. The objective is to safeguard financial assets, ensure accountability, and maintain operational integrity through controlled access and rigorous security practices.

1. Scope

This SOP applies to all employees involved in the handling, collection, storage, transport, and reconciliation of cash within the organization.

2. Responsibilities

- **Finance/Accounting Department:** Overall control and oversight of cash handling operations.
- **Authorized Cash Handlers:** Adherence to procedures and accurate record-keeping.
- **Supervisors/Managers:** Authorization, monitoring, and investigation of incidents.
- **Security Personnel:** Support in the transport and secure storage of cash.

3. Procedures

3.1 Secure Cash Collection

- Only authorized staff may collect cash from designated points (e.g., tills, reception).
- Cash collections should occur at scheduled times in the presence of two staff (dual control).
- Collection amounts should be counted, verified, and logged in the cash collection sheet.

3.2 Cash Storage

- Cash must be stored in a secure, locked safe with limited access.
- Routine safe combinations/keys shall be changed quarterly or upon change of key staff.
- Access logs should be maintained for safe entries.

3.3 Cash Transport

- Transport cash in secure, tamper-evident bags.
- At least two authorized staff must accompany any cash movements exceeding predetermined thresholds.
- Required documentation (e.g., transfer log) must accompany each movement.
- Security personnel to escort cash between facilities as needed.

3.4 Staff Authorization & Access Controls

- Only staff documented on the **Authorized Cash Handlers List** may access cash areas.
- Authorization requests require written approval from a department manager.
- Access to safes and cash storage locations is controlled by unique access codes or keys, not shared between staff.
- Regular audits are performed to review and update staff access lists.

3.5 Monitoring & Reconciliation

- Daily reconciliation of cash on hand against system records.
- All discrepancies are reported immediately to management for investigation.
- Bi-annual external audits to validate cash handling controls.

3.6 Theft and Fraud Prevention

- CCTV coverage of all cash handling areas.
- No single staff member is to be alone with cash at any handling point (dual control).
- Random spot checks and periodic policy reviews to identify and mitigate risks.
- Immediate suspension and investigation of staff alleged to have breached cash handling policies.

4. Documentation

Document	Description
Cash Collection Sheet	Record of all cash collections, date, time, and responsible staff.
Authorized Cash Handlers List	List of staff authorized for cash handling and their access levels.
Cash Transfer Log	Details of any movement of cash between locations.
Daily Reconciliation Record	Record of daily cash reconciliations and any discrepancies.
Incident Report	Details of any security or compliance incidents.

5. Training

- All cash handling staff must complete annual training on security procedures and fraud prevention.
- Refresher sessions provided following policy updates or security incidents.

6. Review

- This SOP will be reviewed annually or upon significant changes to operations or regulations.