

# Standard Operating Procedure

## Cash Handling and End-of-Day Reconciliation

This SOP details **cash handling and end-of-day reconciliation** procedures to ensure accurate and secure management of cash transactions. It covers steps for receiving and verifying cash, recording sales, securing cash throughout the day, and performing thorough end-of-day cash counts and reconciliation. The process aims to minimize errors, prevent theft or loss, and maintain accurate financial records for audit purposes.

### Scope

This procedure applies to all staff responsible for handling cash, including cashiers, supervisors, and managers.

### Responsibilities

- **Cashiers:** Receive, verify, record and deposit cash accurately.
- **Supervisors/Managers:** Oversee adherence to procedures, verify end-of-day reconciliation, and report discrepancies.

### Procedure

1. **Cash Receipt and Verification**
  - a. Count initial cash float at the start of the shift and record the amount.
  - b. Verify received cash amounts against sales transactions immediately after each sale.
  - c. Inspect for counterfeit bills and separate any suspicious currency for management review.
2. **Recording Sales**
  - a. Process all sales using the authorized Point of Sale (POS) system.
  - b. Issue receipts for each transaction and ensure sales data is accurately entered.
  - c. Document any discounts, voids, or refunds according to company policy.
3. **Securing Cash During Operations**
  - a. Keep cash drawers locked when not in use.
  - b. Limit the amount of cash in the drawer; perform drop-box deposits as needed to avoid excess.
  - c. Do not leave cash unattended at any time.
4. **End-of-Day Cash Count & Reconciliation**
  - a. Remove all cash from the register in the presence of a supervisor/manager.
  - b. Count cash, coins, and vouchers separately and record on the Cash Count Sheet.
  - c. Cross-reference the total cash received with the end-of-day POS report.
  - d. Investigate and document any discrepancies; report to management if unresolved.
  - e. Prepare the cash deposit slip and secure cash in the designated safe or locked deposit bag.

### Documentation

- Cash Float Log
- Cash Count Sheet
- POS End-of-Day Report
- Deposit Slips
- Discrepancy Report (if needed)

### Audit and Review

All records should be archived daily and made available for regular internal or external audits. Management must periodically review processes to ensure compliance and address any weaknesses.

Revision History

- Version 1.0 — [Date]: Initial version.