

# Standard Operating Procedure (SOP)

## End-of-Shift Reporting and Cash Reconciliation

This SOP details the procedures for **end-of-shift reporting and cash reconciliation**, encompassing accurate documentation of shift activities, cash register balancing, verification of transaction records, identification and resolution of discrepancies, preparation of cash deposit summaries, and timely submission of reports to management. The objective is to ensure financial accuracy, accountability, and transparency at the close of each shift to support effective operational management and auditing processes.

### 1. Purpose

To outline the steps required for proper end-of-shift reporting and cash reconciliation to ensure integrity and oversight of daily financial transactions.

### 2. Scope

This procedure applies to all cashiers, shift supervisors, and designated staff responsible for handling cash and daily financial reporting.

### 3. Responsibilities

- **Cashiers:** Perform end-of-shift cash counts, complete required reports, and escalate inconsistencies.
- **Shift Supervisors:** Verify reconciliations, address discrepancies, and support report submissions.
- **Management:** Review submitted reports, investigate unresolved discrepancies, and archive records.

### 4. Procedure

1. **Document Shift Activities**
  - Log start and end time of shift.
  - Record significant events, issues, or irregularities.
2. **Cash Register Balancing**
  - Count all cash, coins, and other payment methods at the end of the shift.
  - Compare cash on hand with the cash register totals.
3. **Verify Transaction Records**
  - Ensure daily sales and receipts match recorded transactions.
  - Validate voids, refunds, and discounts against receipts and system records.
4. **Identify and Resolve Discrepancies**
  - Investigate and document all discrepancies.
  - Inform the shift supervisor or management of unresolved issues.
5. **Prepare Cash Deposit and Summary**
  - Fill out the cash reconciliation/deposit summary sheet.
  - Organize cash and supporting documents for deposit.
6. **Submit Reports to Management**
  - Complete and sign all required reports and forms.
  - Submit reports and cash deposit to the designated authority before leaving the premises.

### 5. Documentation and Forms

- Shift Activity Log
- Cash Reconciliation Sheet
- Deposit Summary Form
- Discrepancy Report (if required)

## 6. Records Retention

All end-of-shift reports and supporting documentation must be retained in accordance with company records retention policy and be available for internal and external audits.

## 7. Revision History

Date	Version	Description	Author
2024-06-10	1.0	Initial template release	Admin