

# SOP: Review and Prepare Float/Cash Register

This SOP details the process to **review and prepare the float/cash register** in accordance with standard operating procedures. It includes steps to accurately count the starting cash float, verify denominations, ensure the register is balanced, and document any discrepancies. Proper preparation of the cash register is essential for maintaining accurate financial records, preventing cash shortages or surpluses, and ensuring smooth daily transaction operations within the business.

## 1. Purpose

To ensure standardized and accurate procedures for preparing the float and cash register at the start of each business day/shift.

## 2. Scope

This SOP applies to all employees responsible for handling and preparing the cash register in the business.

## 3. Responsibilities

- Cashiers / Frontline Staff: Preparation, counting, and reporting any discrepancies in the cash register float.
- Supervisors / Managers: Verification and approval of float preparation and documentation.

## 4. Required Materials

- Cash register/float drawer
- Standard float (pre-determined starting cash amount)
- Float/cash count sheet or log book
- Pen or electronic device (for recording)
- Secure storage (safe/locked drawer)
- Calculator (optional)

## 5. Procedure

1. Collect the prepared float from secure storage as per store opening procedures.
2. Move to a secure, designated area for cash handling.
3. Lay out and **count all denominations** of cash and coins by hand or using a counting machine.
4. Compare the total counted amount to the pre-determined standard float amount.
5. **Sample Denomination Log:**

Denomination	Quantity	Subtotal
\$50 Notes	2	\$100
\$20 Notes	5	\$100
\$10 Notes	10	\$100
\$5 Notes	10	\$50
Coins		\$20
<b>Total</b>		<b>\$370</b>

6. Record the count and denominations on the cash count sheet or in the register log.
7. **If there is a discrepancy (shortage/overage), immediately notify a supervisor/manager and document the details.**
8. Place the float in the cash register drawer, organizing bills and coins by denomination for easy access.
9. Lock/secure the cash register until the start of transactions.
10. The supervisor/manager should cross-check and sign off on the documented float/preparation log.

## 6. Documentation

- Complete cash count sheet/log with staff and supervisor/manager signatures and date/time.
- Record and attach explanations for any discrepancies, including reference or incident numbers if required.

## 7. References

- Company Cash Handling Policy
- Store Opening/Closing Procedures

## 8. Revision History

Date	Description	Prepared By	Approved By
2024-06-22	Initial SOP Creation	AI Assistant	Manager Name