

SOP: Safe and Secure Cash Storage Protocols

This SOP establishes **safe and secure cash storage protocols** to minimize the risk of theft, loss, or damage. It covers procedures for handling cash, secure storage methods, access controls, regular audits, and emergency response measures. The goal is to ensure that all cash assets are protected through consistent and effective security practices.

1. Purpose

To provide guidelines and procedures for the secure storage and handling of cash, ensuring the safety and integrity of cash assets at all times.

2. Scope

This SOP applies to all employees, contractors, and third parties who handle, manage, or access cash assets within the organization.

3. Responsibilities

- **Cash Custodian:** Responsible for daily management and storage of cash.
- **Supervisors/Managers:** Ensure compliance with this SOP, conduct regular audits, and provide training.
- **Security Personnel:** Monitor access points and respond to any suspicious activity.

4. Procedures

4.1 Cash Handling

- Always count and verify cash in a secure, designated area, preferably under CCTV surveillance.
- At least two authorized personnel must be present during significant cash handling activities.
- Document all cash receipts and disbursements immediately in the official cash log book.

4.2 Secure Storage Methods

- Cash must be stored in a high-security safe or vault that meets organization standards.
- Store cash separately from petty cash, cheques, and other negotiable items.
- Safes must be kept locked at all times except when accessing cash.

4.3 Access Controls

- Limit access to cash storage areas to authorized personnel only.
- Maintain a current list of authorized individuals with access privileges.
- Implement dual control for safe/vault access (e.g., two keys/codes held by separate individuals).
- Change access codes or reissue keys upon personnel changes or suspected security breaches.

4.4 Audits and Checks

- Conduct daily reconciliations of the cash log against physical counts.
- Perform surprise audits at least once per quarter by an independent party or supervisor.
- Document all discrepancies and report immediately to management.

4.5 Emergency Response Measures

- In the event of theft, loss, or security breach, notify security and management immediately.
- Preserve all evidence, including surveillance footage and access logs.
- Follow the organization's incident response plan and cooperate with authorities as needed.
- Review protocols post-incident to strengthen future security measures.

5. Documentation

Document	Responsible	Retention Period
Cash Log Book	Cash Custodian	3 Years
Audit Reports	Supervisors/Managers	5 Years
Access Logs	Security Personnel	2 Years
Incident Reports	Management	5 Years

6. Training

All relevant personnel must undergo annual training on these cash storage protocols. Training records shall be maintained by the HR department.

7. Review

This SOP will be reviewed annually or after any cash storage-related incident to ensure its effectiveness and compliance with current best practices.

Effective Date: _____

Approved By: _____