

SOP Template: Cash Drop and Safe Deposit Instructions

This SOP details the **cash drop and safe deposit instructions**, covering the proper handling, counting, and verification of cash, secure transportation methods, timing and frequency of deposits, documentation requirements, access control to safes, and reconciliation procedures. The objective is to ensure accuracy, security, and accountability during cash handling and deposit activities to minimize the risk of loss or theft.

1. Purpose

To outline procedures for securely handling, counting, verifying, transporting, and depositing cash into the safe, and documenting all related activities.

2. Scope

This SOP applies to all employees responsible for handling cash, performing drops, and making deposits into the company safe.

3. Procedure

- Cash Counting and Verification**
 - Always count cash in a secure and designated area.
 - Two authorized employees must be present to verify the cash amount.
 - Record the cash total on the cash drop form; both employees must sign.
- Secure Placement of Cash**
 - Place cash in tamper-evident deposit bags.
 - Seal the bags and record the bag number on the deposit log.
- Transportation to Safe**
 - Transport cash directly to the safe without any unnecessary stops.
 - Maintain a clear path and avoid distractions during transfer.
- Safe Deposit**
 - Only authorized personnel may access or operate the safe.
 - Immediately deposit the sealed bag into the safe using the safe drop slot.
 - Update the deposit log indicating date, time, deposit amount, and initial of employee(s).
- Timing and Frequency**
 - Conduct cash drops at prescribed intervals (e.g., every two hours and at the end of each shift).
- Documentation and Record Keeping**
 - Maintain all cash drop forms, deposit logs, and reconciliation sheets for audit purposes.
- Access Control**
 - Restrict safe combination and access only to authorized management staff.
 - Change combinations periodically and whenever there is staff turnover.
- Reconciliation Procedures**
 - At the end of each shift or business day, reconcile the deposit log with actual cash in the safe.
 - Report and investigate discrepancies immediately, following company policy.

4. Documentation

Document	Description	Retention Period
Cash Drop Form	Record of all cash drops, including amount and signatures.	1 year
Deposit Log	Log of all deposits made to the safe with details.	1 year
Reconciliation Report	Daily or shift-based reconciliation records.	1 year

5. Security & Loss Prevention

- Never leave cash unattended during the drop process.
- Immediately report suspicious activity or unauthorized access attempts.
- Follow all company security and loss prevention guidelines.

6. Review & Updates

This SOP should be reviewed annually or whenever operational or security changes require an update.