

# Standard Operating Procedure (SOP): Cash Register Setup and Float Verification Procedures

This SOP details **cash register setup and float verification procedures**, including preparing the register for transactions, counting and verifying the starting float, ensuring accuracy in cash denominations, documenting discrepancies, and maintaining accountability for cash handling. The objective is to promote efficient cash management, prevent errors, and safeguard financial integrity during business operations.

## 1. Purpose

To ensure systematic, accurate, and accountable setup of cash registers and verification of cash float at the start of each business day or shift.

## 2. Scope

This SOP applies to all employees responsible for cash register operation and cash handling in [Company/Store Name].

## 3. Responsibilities

- **Cashier/Assigned Staff:** Responsible for counting and verifying the float, reporting discrepancies, and handling the cash register setup.
- **Supervisor/Manager:** Oversees the procedure, resolves discrepancies, and ensures compliance with the SOP.

## 4. Procedure

1. **Preparation**
  - Ensure a secure and private area for cash handling.
  - Retrieve the float (starting cash) from the safe or designated area, along with the Cash Float Worksheet/Form.
2. **Counting and Verifying the Float**
  - Count each denomination of cash and coins separately.
  - Use the table below or the provided form to record the count for each denomination:

Denomination	Count	Total
\$100 Bills		
\$50 Bills		
\$20 Bills		
\$10 Bills		
\$5 Bills		
\$2 Coins		
\$1 Coins		
Other (e.g., 50¢, 25¢, 10¢, 5¢, 1¢)		
Total Float		

3. **Ensuring Accuracy**
  - Recount the float if discrepancies are found during the initial count.
  - Ensure the float matches the required starting balance as specified by company policy.
4. **Documenting Discrepancies**
  - If the float count does not match the expected amount, record the discrepancy on the Cash Float Worksheet/Form.
  - Notify the supervisor/manager immediately. Do not proceed until the issue is resolved.
5. **Register Setup**
  - Arrange each denomination separately in the cash register compartments.
  - Lock the cash register when unattended.
  - Ensure the Cash Float Worksheet/Form is signed by both the cashier and supervisor/manager.
6. **Accountability**

- The cashier is responsible for the float until the end of their shift, when a final count will be conducted following similar procedures.

## 5. Documentation

- Cash Float Worksheet/Form
- Discrepancy Reports (if applicable)
- Sign-off Sheet

## 6. Review & Updates

This SOP will be reviewed annually or as needed to ensure ongoing effectiveness and compliance with company policies.

*Note: Always adhere to your organization's specific cash handling policies and procedures in addition to this SOP.*