

SOP: Cash Drawer Setup and Verification at Shift Start

This SOP details the **cash drawer setup and verification at shift start**, including counting the starting cash float, verifying denominations, ensuring accuracy, documenting discrepancies, and securing the cash drawer for shift operations. The goal is to maintain financial integrity, prevent cash handling errors, and ensure smooth transaction processes throughout the shift.

Purpose

To standardize the procedure for setting up and verifying the cash drawer at the beginning of each shift, ensuring accountability and consistency in cash handling practices.

Scope

This procedure applies to all **cashiers**, **shift supervisors**, and any personnel involved in cash handling at the start of a shift.

Responsibilities

- **Cashier:** Count and verify the cash drawer, report discrepancies, and ensure the drawer is accurate before start of sales.
- **Shift Supervisor/Manager:** Oversee the verification process, authorize documentation, and resolve discrepancies.

Required Materials

- Assigned cash drawer
- Float envelope/bag containing the starting cash float
- Denomination breakdown sheet (optional but recommended)
- Discrepancy log or cash verification sheet
- Pen or electronic device for documenting counts

Procedure

1. **Retrieve Cash Float:**
 - Collect the starting cash float from the secure location as documented by management.
2. **Count and Verify Denominations:**
 - Sort cash by denomination (bills and coins).
 - Count each denomination individually, recording amounts on the verification sheet.
3. **Confirm Total Float Amount:**
 - Add all denominations to confirm the total matches the standard starting float amount.
4. **Document the Count:**
 - Record the amounts for each denomination and the total on the cash verification sheet.
 - Sign and date the verification sheet. Supervisor/manager signs as witness, if applicable.
5. **Report Discrepancies:**
 - If any discrepancies exist (over/short), immediately notify the supervisor/manager.
 - Document the discrepancy in the discrepancy log with details and signatures.
6. **Secure the Drawer:**
 - Place counted cash into the assigned cash drawer and lock the drawer.
 - Ensure only authorized personnel have access to the drawer.
7. **Begin Shift Operations:**
 - Start shift transactions only after drawer setup and verification are complete.

Sample Denomination Verification Table

Denomination	Quantity	Subtotal
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\$100 bills		
\$50 bills		
\$20 bills		
\$10 bills		
\$5 bills		
\$1 bills		
Coins		
Total		

Documentation & Filing

- Retain all verification and discrepancy logs at the end of shift for audit purposes.
- Store completed forms in the designated file as per store policy.

Note: All cash handling activities are subject to periodic review and audit by management. Strict adherence to this SOP is expected at all times.