FREE OPERATIONAL TEMPLATE

Cash Drawer Reconciliation Checklist

Use this 60-point checklist to verify opening floats, cash transactions, denomination counts, POS expectations, approved adjustments, variances, safe drops, deposits, security, corrective actions, and final approval.

Location / store	Business date / shift	Till / drawer ID	Cashier / supervisor

1. Reconciliation setup, drawer ownership, policy, and accountability

1 **Confirm the location, till or drawer ID, business date, shift, cashier, supervisor, currency, and reconciliation period.** CASH CONTROL

NAME Enter | DATE / TIME Enter | APPROVAL Sign

Execution tip: Define one approved process for drawer ownership, variance thresholds, evidence, escalation, and sign-off before cash is issued.

2 **Verify each drawer is assigned to one cashier, or that shared-drawer access and accountability rules are documented and approved.** CASH CONTROL

Compliant | Partial | Non-compliant | N/A

Execution tip: Define one approved process for drawer ownership, variance thresholds, evidence, escalation, and sign-off before cash is issued.

3 **Confirm the cash-handling policy covers opening floats, counts, no-sales, voids, refunds, payouts, safe drops, variances, deposits, and approvals.** CASH CONTROL

Record	Expected	Actual	Variance	Owner	Evidence

Execution tip: Define one approved process for drawer ownership, variance thresholds, evidence, escalation, and sign-off before cash is issued.

4 **Define overage and shortage thresholds, required investigation steps, escalation levels, and approval authority for each variance band.** CRITICAL CASH CONTROL

EXPECTED Enter | ACTUAL Enter | VARIANCE Enter

Execution tip: Define one approved process for drawer ownership, variance thresholds, evidence, escalation, and sign-off before cash is issued.

5 **Review previous cash variances, unresolved incidents, POS outages, equipment faults, deposit exceptions, and overdue corrective actions.** CRITICAL CASH CONTROL

Record	Expected	Actual	Variance	Owner	Evidence

Execution tip: Define one approved process for drawer ownership, variance thresholds, evidence, escalation, and sign-off before cash is issued.

6 **Assign named ownership for issuing the float, counting cash, reviewing variances, preparing deposits, approving results, and closing actions.** CASH CONTROL

NAME Enter | DATE / TIME Enter | APPROVAL Sign

Execution tip: Define one approved process for drawer ownership, variance thresholds, evidence, escalation, and sign-off before cash is issued.

2. Opening float count, drawer issue, and equipment readiness

7 **Inspect the empty drawer, cash tray, compartments, lock, till key, and surrounding area before the opening float is issued.** CASH CONTROL

Reconciled | Needs action | Critical | EVIDENCE Add

Execution tip: Count and sign for the opening float before the first transaction so the shift begins with a verified cash position.

8 **Count the opening float by denomination using the approved count sheet and dual verification where company policy requires it.** CRITICAL CASH CONTROL

DENOMINATION Enter | COUNT Enter | TOTAL Enter

Execution tip: Count and sign for the opening float before the first transaction so the shift begins with a verified cash position.

9 **Compare the counted opening float with the approved standard amount for the location, till type, daypart, and currency.** CRITICAL CASH CONTROL

EXPECTED Enter | ACTUAL Enter | VARIANCE Enter

Execution tip: Count and sign for the opening float before the first transaction so the shift begins with a verified cash position.

10 **Record the float handover with drawer ID, amount, cashier, issuer, date, time, and both acknowledgements.** CASH CONTROL

NAME Enter | DATE / TIME Enter | APPROVAL Sign

Execution tip: Count and sign for the opening float before the first transaction so the shift begins with a verified cash position.

11 **Confirm the drawer contains no personal cash, IOUs, unapproved vouchers, old receipts, retained tips, or unexplained items.** CRITICAL CASH CONTROL

Reconciled | Needs action | Critical | EVIDENCE Add

Execution tip: Count and sign for the opening float before the first transaction so the shift begins with a verified cash position.

12 **Verify the POS terminal, cash drawer, receipt printer, scanner, payment terminal, and counterfeit-detection tools operate correctly.** CASH CONTROL

Reconciled | Needs action | Critical | EVIDENCE Add

Execution tip: Count and sign for the opening float before the first transaction so the shift begins with a verified cash position.

3. Cash transaction controls during the shift

13 **Confirm every cash sale is entered through the assigned POS login and completed against the correct drawer and business date.** CRITICAL · CASH CONTROL

Compliant · Partial · Non-compliant · N/A

Execution tip: Every movement of cash into or out of the drawer should have a matching POS transaction or approved supporting record.

14 **Observe sampled transactions to verify correct change, receipt issue, tender selection, and customer confirmation before the drawer closes.** CASH CONTROL

Reconciled · Needs action · Critical · EVIDENCE Add

Execution tip: Every movement of cash into or out of the drawer should have a matching POS transaction or approved supporting record.

15 **Review no-sale drawer openings and confirm each opening has an approved reason, user record, timestamp, and supervisor visibility.** CRITICAL · CASH CONTROL

Record	Expected	Actual	Variance	Owner	Evidence

Execution tip: Every movement of cash into or out of the drawer should have a matching POS transaction or approved supporting record.

16 **Verify voids, refunds, discounts, complimentary items, price overrides, and tender corrections have the required authorization and evidence.** CRITICAL · CASH CONTROL

Record	Expected	Actual	Variance	Owner	Evidence

Execution tip: Every movement of cash into or out of the drawer should have a matching POS transaction or approved supporting record.

17 **Record paid-outs, petty-cash use, cash purchases, reimbursements, and other drawer deductions with an approved receipt and purpose.** CRITICAL · CASH CONTROL

EXPECTED Enter · ACTUAL Enter · VARIANCE Enter

Execution tip: Every movement of cash into or out of the drawer should have a matching POS transaction or approved supporting record.

18 **Keep cheques, coupons, gift certificates, vouchers, foreign currency, and other non-cash tenders separated and documented correctly.** CASH CONTROL

Reconciled · Needs action · Critical · EVIDENCE Add

Execution tip: Every movement of cash into or out of the drawer should have a matching POS transaction or approved supporting record.

4. Mid-shift checks, cashier changes, and drawer handovers

19 **Complete scheduled or risk-based spot counts without giving the cashier the system-expected amount before the physical count.**

CASH CONTROL

EXPECTED Enter | ACTUAL Enter | VARIANCE Enter

Execution tip: Use blind spot counts and documented handovers to identify variances while responsibility and transaction history are still clear.

20 **Record the physical count, system expectation, approved adjustments, and variance without editing completed transactions to force a match.**

CRITICAL | CASH CONTROL

EXPECTED Enter | ACTUAL Enter | VARIANCE Enter

Execution tip: Use blind spot counts and documented handovers to identify variances while responsibility and transaction history are still clear.

21 **Investigate and document any mid-shift variance before normal trading resumes or the drawer is transferred to another cashier.**

CRITICAL | CASH CONTROL

Record	Expected	Actual	Variance	Owner	Evidence

Execution tip: Use blind spot counts and documented handovers to identify variances while responsibility and transaction history are still clear.

22 **Complete a full handover count whenever drawer responsibility changes between cashiers, shifts, supervisors, or service points.**

CRITICAL | CASH CONTROL

DENOMINATION Enter | COUNT Enter | TOTAL Enter

Execution tip: Use blind spot counts and documented handovers to identify variances while responsibility and transaction history are still clear.

23 **Record drawer transfer details, including expected amount, counted amount, variance, outgoing cashier, incoming cashier, date, time, and approvals.**

CRITICAL | CASH CONTROL

NAME Enter | DATE / TIME Enter | APPROVAL Sign

Execution tip: Use blind spot counts and documented handovers to identify variances while responsibility and transaction history are still clear.

24 **Secure the drawer and cash during breaks, shift gaps, POS restarts, emergency evacuations, and any period without an accountable cashier.**

CRITICAL | CASH CONTROL

Reconciled | Needs action | Critical | EVIDENCE Add

Execution tip: Use blind spot counts and documented handovers to identify variances while responsibility and transaction history are still clear.

5. Closing count, denomination record, and cash separation

25 **Close the cashier session and confirm no further transactions can post to the drawer while the closing count is in progress.** CRITICAL CASH CONTROL

Reconciled | Needs action | Critical | EVIDENCE Add

Execution tip: Close the POS session first, then count cash in a restricted area and record actual amounts without estimating or rounding.

26 **Transfer the drawer to the approved count area using the required supervision, security route, and chain-of-custody process.** CASH CONTROL

Reconciled | Needs action | Critical | EVIDENCE Add

Execution tip: Close the POS session first, then count cash in a restricted area and record actual amounts without estimating or rounding.

27 **Count notes and coins by denomination, record quantities and subtotals, and complete a second count when required by policy.** CRITICAL CASH CONTROL

DENOMINATION Enter | COUNT Enter | TOTAL Enter

Execution tip: Close the POS session first, then count cash in a restricted area and record actual amounts without estimating or rounding.

28 **Separate the approved opening float from sales cash, tips, petty cash, deposits, and other funds before calculating the result.** CRITICAL CASH CONTROL

EXPECTED Enter | ACTUAL Enter | VARIANCE Enter

Execution tip: Close the POS session first, then count cash in a restricted area and record actual amounts without estimating or rounding.

29 **Total cheques, coupons, vouchers, gift certificates, paid-outs, and other supporting instruments included in the drawer.** CASH CONTROL

EXPECTED Enter | ACTUAL Enter | VARIANCE Enter

Execution tip: Close the POS session first, then count cash in a restricted area and record actual amounts without estimating or rounding.

30 **Complete and sign the closing count sheet with drawer ID, cashier, counter, witness, date, time, and supporting document references.** CRITICAL CASH CONTROL

NAME Enter | DATE / TIME Enter | APPROVAL Sign

Execution tip: Close the POS session first, then count cash in a restricted area and record actual amounts without estimating or rounding.

6. POS reconciliation, approved adjustments, and final variance

31 **Compare the POS-expected cash with the counted cash after separating the opening float and applying only approved adjustments.**

CRITICAL | CASH CONTROL

EXPECTED Enter | ACTUAL Enter | VARIANCE Enter

Execution tip: Reconcile each drawer separately and validate every adjustment before combining totals for the location or business day.

32 **Verify each approved payout, refund, safe drop, tender correction, and other adjustment is supported, entered once, and assigned to the correct drawer.**

CRITICAL | CASH CONTROL

Record	Expected	Actual	Variance	Owner	Evidence

Execution tip: Reconcile each drawer separately and validate every adjustment before combining totals for the location or business day.

33 **Reconcile cash sales, returns, voids, discounts, no-sales, tips, taxes, service charges, and currency differences to the relevant reports.**

CASH CONTROL

Record	Expected	Actual	Variance	Owner	Evidence

Execution tip: Reconcile each drawer separately and validate every adjustment before combining totals for the location or business day.

34 **Review duplicate, missing, suspended, training-mode, offline, reopened, or post-close transactions that may affect the expected balance.**

CRITICAL | CASH CONTROL

Reconciled | Needs action | Critical | EVIDENCE Add

Execution tip: Reconcile each drawer separately and validate every adjustment before combining totals for the location or business day.

35 **Reconcile every till, self-checkout, mobile POS, pickup point, drive-through, bar, or service counter separately before consolidation.**

CASH CONTROL

Compliant | Partial | Non-compliant | N/A

Execution tip: Reconcile each drawer separately and validate every adjustment before combining totals for the location or business day.

36 **Record the final overage or shortage in the approved system and daily reconciliation report without concealing or netting unrelated variances.**

CRITICAL | CASH CONTROL

EXPECTED Enter | ACTUAL Enter | VARIANCE Enter

Execution tip: Reconcile each drawer separately and validate every adjustment before combining totals for the location or business day.

7. Variance recount, investigation, evidence, and escalation

37 **Classify the final variance against the approved threshold and determine whether recount, supervisor review, security escalation, or formal investigation is required.**

CRITICAL | CASH CONTROL

Reconciled | Needs action | Critical | EVIDENCE Add

Execution tip: Recount first, then investigate transactions, access, timing, and supporting records before deciding the cause or action.

38 **Recount the drawer independently and verify denomination quantities, calculator entries, count-sheet totals, and float separation.**

CRITICAL | CASH CONTROL

DENOMINATION Enter | COUNT Enter | TOTAL Enter

Execution tip: Recount first, then investigate transactions, access, timing, and supporting records before deciding the cause or action.

39 **Review receipts, refunds, voids, paid-outs, safe drops, change orders, tender corrections, tips, and manually entered amounts for errors.**

CRITICAL | CASH CONTROL

Record	Expected	Actual	Variance	Owner	Evidence

Execution tip: Recount first, then investigate transactions, access, timing, and supporting records before deciding the cause or action.

40 **Check transaction timing, cashier login history, shared access, drawer openings, POS outages, system logs, and relevant CCTV availability.**

CRITICAL | CASH CONTROL

DOCUMENT Enter | REFERENCE Enter | REVIEWED BY Enter

Execution tip: Recount first, then investigate transactions, access, timing, and supporting records before deciding the cause or action.

41 **Escalate unexplained, repeated, material, suspicious, or policy-defined variances to the authorized manager, finance, loss prevention, HR, or security team.**

CRITICAL | CASH CONTROL

Reconciled | Needs action | Critical | EVIDENCE Add

Execution tip: Recount first, then investigate transactions, access, timing, and supporting records before deciding the cause or action.

42 **Document the suspected cause, evidence reviewed, employee statements, immediate controls, required action, decision, and final outcome.**

CRITICAL | CASH CONTROL

Record	Expected	Actual	Variance	Owner	Evidence

Execution tip: Recount first, then investigate transactions, access, timing, and supporting records before deciding the cause or action.

8. Safe drops, deposit preparation, cash transfer, and banking proof

43 **Verify scheduled or threshold-based safe drops are completed to keep drawer cash within the approved maximum holding amount.**

CRITICAL | CASH CONTROL

EXPECTED	Enter	ACTUAL	Enter	VARIANCE	Enter

Execution tip: Maintain an unbroken chain of custody from the drawer to the safe, deposit bag, courier, bank, and final accounting confirmation.

44 **Count and seal each safe-drop or deposit bag using the approved tamper-evident bag, unique ID, and dual-control process where required.**

CRITICAL | CASH CONTROL

BAG / DEPOSIT ID	Enter	AMOUNT	Enter	DATE / TIME	Enter

Execution tip: Maintain an unbroken chain of custody from the drawer to the safe, deposit bag, courier, bank, and final accounting confirmation.

45 **Record the amount, bag ID, drawer, cashier, witness, date, time, safe compartment, and transfer acknowledgement for every drop.**

CRITICAL | CASH CONTROL

BAG / DEPOSIT ID	Enter	AMOUNT	Enter	DATE / TIME	Enter

Execution tip: Maintain an unbroken chain of custody from the drawer to the safe, deposit bag, courier, bank, and final accounting confirmation.

46 **Reconcile all safe drops, change funds, retained floats, sealed bags, and safe contents to the location deposit total.**

CRITICAL | CASH CONTROL

EXPECTED	Enter	ACTUAL	Enter	VARIANCE	Enter

Execution tip: Maintain an unbroken chain of custody from the drawer to the safe, deposit bag, courier, bank, and final accounting confirmation.

47 **Prepare the deposit slip, validate the declared amount, seal the deposit, and complete the authorized transfer under the required custody controls.**

CRITICAL | CASH CONTROL

BAG / DEPOSIT ID	Enter	AMOUNT	Enter	DATE / TIME	Enter

Execution tip: Maintain an unbroken chain of custody from the drawer to the safe, deposit bag, courier, bank, and final accounting confirmation.

48 **Record courier or bank handoff, receipt or confirmation number, deposit date, exception status, and follow-up for any difference or delay.**

CRITICAL | CASH CONTROL

DOCUMENT	Enter	REFERENCE	Enter	REVIEWED BY	Enter

Execution tip: Maintain an unbroken chain of custody from the drawer to the safe, deposit bag, courier, bank, and final accounting confirmation.

9. Cash security, access, counterfeit controls, and incident response

49 **Restrict drawer keys, till access, safe codes, POS permissions, reconciliation reports, and deposit materials to authorized roles.**

CRITICAL | CASH CONTROL

Compliant | Partial | Non-compliant | N/A

Execution tip: Protect people first, restrict access, avoid exposing sensitive cash information, and preserve evidence after any security incident.

50 **Change or revoke access promptly after employee transfers, departures, role changes, lost keys, suspected compromise, or security incidents.**

CRITICAL | CASH CONTROL

Reconciled | Needs action | Critical | EVIDENCE Add

Execution tip: Protect people first, restrict access, avoid exposing sensitive cash information, and preserve evidence after any security incident.

51 **Verify counterfeit-detection tools and suspect-currency procedures are available, working, understood, and applied without putting employees at risk.**

CASH CONTROL

Reconciled | Needs action | Critical | EVIDENCE Add

Execution tip: Protect people first, restrict access, avoid exposing sensitive cash information, and preserve evidence after any security incident.

52 **Report robbery, attempted theft, missing cash, forced access, tampering, threats, or suspicious behaviour through the approved emergency route.**

CRITICAL | CASH CONTROL

Reconciled | Needs action | Critical | EVIDENCE Add

Execution tip: Protect people first, restrict access, avoid exposing sensitive cash information, and preserve evidence after any security incident.

53 **Protect customer, employee, bank, and payment information on receipts, count sheets, reports, deposit slips, and electronic records.**

CRITICAL | CASH CONTROL

Compliant | Partial | Non-compliant | N/A

Execution tip: Protect people first, restrict access, avoid exposing sensitive cash information, and preserve evidence after any security incident.

54 **Preserve relevant CCTV, POS logs, access records, statements, bag IDs, receipts, and other evidence according to company policy and legal requirements.**

CRITICAL | CASH CONTROL

DOCUMENT Enter | REFERENCE Enter | REVIEWED BY Enter

Execution tip: Protect people first, restrict access, avoid exposing sensitive cash information, and preserve evidence after any security incident.

10. Corrective actions, trend review, approval, and final sign-off

55 **Record every reconciliation finding with the drawer, amount, expected value, actual value, risk, evidence, and immediate containment.** CASH CONTROL

Record	Expected	Actual	Variance	Owner	Evidence

Execution tip: Keep each variance or control failure open until objective evidence confirms the cause is addressed and the control is working.

56 **Assign each corrective action to a named owner with priority, due date, required proof, escalation route, and interim control.** CRITICAL CASH CONTROL

Record	Expected	Actual	Variance	Owner	Evidence

Execution tip: Keep each variance or control failure open until objective evidence confirms the cause is addressed and the control is working.

57 **Verify closure through recount, corrected records, restored access control, equipment repair, retraining, repayment decision, or completed investigation.** CRITICAL CASH CONTROL

DOCUMENT Enter | REFERENCE Enter | REVIEWED BY Enter

Execution tip: Keep each variance or control failure open until objective evidence confirms the cause is addressed and the control is working.

58 **Review repeat overages, shortages, no-sales, refunds, voids, paid-outs, deposit differences, and late reconciliations by location, shift, cashier, and transaction type.** CASH CONTROL

Compliant | Partial | Non-compliant | N/A

Execution tip: Keep each variance or control failure open until objective evidence confirms the cause is addressed and the control is working.

59 **Confirm daily or weekly management approval, finance or accounting handoff, unresolved exception reporting, and retention of required records.** CRITICAL CASH CONTROL

NAME Enter | DATE / TIME Enter | APPROVAL Sign

Execution tip: Keep each variance or control failure open until objective evidence confirms the cause is addressed and the control is working.

60 **Record the final reconciliation status, unresolved risks, next review date, cashier, supervisor, reviewer, date, time, and signatures.** CRITICAL CASH CONTROL

NAME Enter | DATE / TIME Enter | APPROVAL Sign

Execution tip: Keep each variance or control failure open until objective evidence confirms the cause is addressed and the control is working.