



TELLER DRAWER ACCURACY CHECKLIST

The 5-Step Cash Confidence System

Daily reference • Follow your institution's approved procedures

01 • OPEN YOUR DRAWER

- ☐ Verify opening cash balance per procedure.
- ☐ Organize bills and coins by denomination.
- ☐ Confirm drawer security and approved cash limits.

02 • EVERY CASH TRANSACTION

1

VERIFY

Confirm customer/
account,
amount and
approvals.

2

COUNT

Count all
cash; check
denominations.

3

COMPARE

Match cash
to source
and system
entry.

4

RECHECK

Recount
payout
before
releasing.

5

COMPLETE

Confirm
posting,
receipt and
secure cash.



If amounts do not match: **PAUSE**. Do not complete until resolved per policy.

03 • DURING YOUR SHIFT

- ☐ Separate unverified cash from drawer cash.
- ☐ Restart a count after interruption.
- ☐ Verify cash transfers and required approvals.
- ☐ Secure drawer whenever stepping away.

04 • CLOSE & BALANCE

- ☐ Confirm transactions and transfers are recorded.
- ☐ Count cash by denomination.
- ☐ Compare physical cash to system balance.
- ☐ Complete records, storage and sign-off per policy.

05 • IF OVER OR SHORT

STOP → SECURE → NOTIFY → RECOUNT / REVIEW AS DIRECTED

Never conceal or force-balance a difference. Notify supervisor promptly per institution policy.