

# Cash Theft Investigation Report

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**Date of Report:** [Insert Date]

**Prepared By:** [Your Name]

**Incident Number:** [Insert Incident Number]

## 1. Incident Overview

- **Date of Incident:** [Insert Date of Incident]
- **Time of Incident:** [Insert Time]
- **Location:** [Insert Location]
- **Type of Theft:** Cash Theft

## 2. Description of Incident

On [date], it was discovered that an amount of [insert amount] in cash was stolen from [insert location, e.g., "the company safe or cash register"]. The theft was identified when [briefly describe how the theft was discovered, e.g., "the daily financial audit showed discrepancies"]. Immediate action was taken to secure the area and assess the loss.

## 3. Involved Parties

- **Victim(s):** [Company or individual affected by the cash theft]
- **Witnesses:** [Names of witnesses and their contact details, if available]

- **Suspected Individuals:** [If applicable, provide information on any suspected individuals or employees]

#### 4. Evidence Collected

- **Security Footage:** [Detail any relevant security footage, e.g., "CCTV footage from the office shows an individual accessing the cash drawer at 11:00 PM"].
- **Cash Register Records:** [Explain discrepancies or anomalies in cash register or financial records].
- **Access Logs:** [If relevant, describe access logs that may indicate who accessed the cash storage area].
- **Physical Evidence:** [If applicable, mention any physical evidence, such as fingerprints or tampered locks].
- **Witness Statements:** [Summarize witness accounts, if any].

#### 5. Actions Taken

- **Internal Audit:** An internal audit was immediately conducted to verify the amount stolen and to investigate any procedural lapses.
- **Law Enforcement Involvement:** The police were notified at [time], and an official report was filed.
- **Employee Interviews:** [Briefly describe any interviews conducted with employees who had access to the cash].

#### 6. Investigation Findings

Based on the evidence, it appears that [describe how the theft occurred, e.g., "an individual with access to the cash safe took the money without

authorization”]. The cash shortage was due to [insert cause, e.g., “a breach in cash handling procedures or tampered security systems”].

## 7. Preventive Measures

To avoid future incidents, the following measures are recommended:

- **Enhanced Security Protocols:** Install cameras in cash handling areas and ensure safes are equipped with time-sensitive locks.
- **Cash Handling Procedures:** Implement stricter cash handling policies and perform regular audits.
- **Access Control:** Limit the number of employees with access to the cash storage and maintain detailed access logs.

## 8. Conclusion

The investigation is ongoing. Law enforcement is reviewing the evidence, and additional steps are being taken to prevent recurrence. Security measures have been reinforced to safeguard cash handling procedures.

### Report Submitted By:

[Your Name]

[Your Position]