

Town of Meredith – Administrative Regulation

Effective Date: April 1, 2012

Regulation No: 35

Revision Date: April 1, 2012

Supersedes:

Approved by: Phillip L. Warren, Jr., Town Manager

Subject: Cash Receipts Policy

I. PURPOSE:

To establish adequate financial controls and accountability to in order to ensure the safeguarding of town funds and to provide uniform policies and procedures for the depositing of funds that will ensure operational quality and efficiency.

II. AUTHORITY:

This policy is established under the authority of State Statute RSA 41:9 and RSA 41:29.

III. POLICY

A. Deposit Agent(s):

1. The Town Treasurer maintains custody of all funds except those funds held by the Trustees of Trust Funds, Library Trustees, or Cemetery Trustees. The Town Treasurer shall ensure that all monies are deposited at least on a weekly basis or daily whenever funds remitted from all departments collectively totals \$500 or more.
2. The Treasurer may designate deposit functions to other town officials or employees provided such delegation is in writing and includes written procedures acceptable to the Board of Selectmen.

B. Deposit Procedure:

1. All receipts must be remitted to the Treasurer, through the Administrative Services Department, at least weekly or daily whenever such funds total \$500.00 or more. The Administrative Services Office will verify the amount of the deposit and prepare the deposit slip for the bank(s).
2. Departments will ensure that all customers are issued a sequentially numbered receipt at the time of collection of moneys.
3. Departments will designate a secure area for the safeguarding and processing of cash received. Access to the secured area should be restricted to authorize personnel only. The secured area should be locked when not occupied.
4. The Administrative Services Department is responsible for verification of all receipts. A daily account detail report identifying the various revenue accounts to be credited, as well as, a copy of the receipt for each transaction shall be prepared and filed on a daily basis.

5. If there is a discrepancy, the Administrative Services Department and the department will review. Corrections may be made with authorization from the Administrative Services Director. In the event that the discrepancies cannot be resolved, the Administrative Services Director will be notified immediately.
6. The Administrative Services Department (Finance Office) will consolidate all deposits received and prepare a bank deposit at least weekly, or daily when funds total \$500.00 or more. The deposit shall be placed in a secure bag and locked in a secure location until taken to the bank.
7. To maintain segregation of duties, one member of the Administrative Service Department will prepare and verify the deposit and another bonded member will take the deposit(s) to the various banks.
8. Under no circumstance will the Department or any town employee utilize personal funds to compensate for shortages or overages. All shortages or overages must be brought to the attention of the Administrative Services Director prior to submission.
9. Employees and officials are not allowed to cash personal checks made payable to the Town or paychecks.

C. Petty Cash

1. A nominal amount of cash may be retained by Administrative Services Department for use of facilitating change for daily transactions. Such funds will be kept in a locked cash box and stored with, or in the same manner as, deposit receipts.