

CASH RECEIPTS, PETTY CASH AND RETURNED CHECK POLICY

Town of Sharon

PURPOSE: The purpose of this Cash Receipts Policy is to establish proper management practices over cash, checks, and other receipts in order to instill public confidence in Town operations and to provide accurate, reliable, and timely information upon which financial decisions can be made.

AUTHORIZED PERSONNEL: For internal control purposes, only the following officers, employees, and volunteers are authorized to receive funds on behalf of the Town of Sharon: treasurer, assistant treasurer, town clerk, assistant town clerk, collector of delinquent taxes, trustees of public funds, administrative officer.

PROPER PAYEE: All checks, money orders, and credit card payments, regardless of function, must be made payable to the Town of Sharon. No instruments may be made payable to a Town officer, employee, volunteer, department, committee, board, or group.

RECEIPTS: Persons authorized to receive funds on behalf of the Town must issue a fully completed collection receipt for any cash received using a three-part, pre-numbered receipt, or some other receipt or reporting system acceptable to the treasurer. The original completed receipt must be issued to the person from whom the funds are received. The second copy must be delivered to the treasurer with the funds. The third copy must be retained by the person authorized to receive funds for audit purposes, and it shall be countersigned by the treasurer when funds are deposited with the treasurer.

SAFEGUARDING FUNDS: Safeguarding funds prior to deposit with the treasurer is the responsibility of authorized personnel receiving the funds. All coins, currency, checks, credit card information, and money orders must be retained in a secure place until deposited with the treasurer in accordance with the section below.

PREPARING AND DEPOSITING FUNDS: Funds collected by authorized persons must be deposited with the treasurer no later than the following agreed upon time period. Funds collected totaling less than \$1000.00 must be deposited with the treasurer no later than the first business day of the following week. Each person depositing funds with the treasurer must submit a spreadsheet or adding machine tape of the checks in the same sequential order. The treasurer will count and verify the amount deposited in the presence of the person depositing the funds. All deposits made to the treasurer will be issued a receipt or other acknowledgement. The treasurer will take the deposits to the bank weekly or biweekly and

retain copies of all deposit statements issued by the bank. Each department will receive from the treasurer a monthly list of deposits that have been verified through the bank statement. Any discrepancies shall be reported to the treasurer.

PETTY CASH: No officer, employee, volunteer, department, committee, board, or group may establish a petty cash system without consent from the selectboard and the treasurer. At present there is only one petty cash account and the treasurer will be custodian. Should, at a later time, one or more petty cash accounts be established, the selectboard will select another custodian in addition to the treasurer. A base petty cash amount must be determined by the treasurer. A lockable cash box will be used to store petty cash and must be locked at all times. The key will be kept in the vault. Only the petty cash custodian and treasurer will have access to the locked petty cash box and key. A pre-numbered, two-part receipt will be issued by the custodian or the treasurer for each payment made out of petty cash. This receipt is to be signed by the treasurer and the officer, employee, or volunteer receiving the petty cash. Payments out of petty cash will be made only when a valid receipt is presented. Should prepayments out of petty cash be necessary, a memo explaining the purpose of the prepayment must be signed by the custodian or the treasurer and the officer, employee, or volunteer and placed in the petty cash box or drawer. At all times the total of receipts added to the cash remaining in the petty cash box must equal the predetermined petty cash amount. Under no circumstance will personal funds be used to compensate shortages. All shortages must be brought to the attention of the treasurer immediately upon discovery. All receipts still have to appear on a selectboard order explanation to petty cash. The petty cash account will be reconciled monthly by an elected town auditor.

RETURNED CHECKS: If a check is returned twice and check is not replaced it will be recorded in the accounting system against the revenue in which it was originally posted. First-time returned checks will re-deposit. Upon second receipt of a returned check, the treasurer will notify the check writer and inform him or her that his or her check did not clear and advise that there is a returned check fee due (the amount to cover the Town's expenses arising from handling the returned check.) Thereafter, full payment, including the return check fee, must be in the form of cash, money order, or bank certified check.

The foregoing Policy is hereby adopted by the selectboard of the Town of Sharon, Vermont, this 19th day of March 2012 and is effective as of this date until amended or repealed.