

CASH RECEIPTS, PETTY CASH AND RETURNED CHECK POLICY

Town of Athens

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 Athens: treasurer, assistant treasurer, town clerk, assistant town clerk, collector of delinquent taxes, chair of the cemetery commission and trustees of public funds.

PROPER PAYEE

All checks and money orders, regardless of function, must be made payable to the Town of Athens. 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. The original completed receipt must be issued to the person from whom the funds are received. A second copy must be delivered to the treasurer with the funds.

SAFEGUARDING FUNDS

Safeguarding funds prior to deposit with the treasurer is the responsibility of authorized personnel receiving the funds. All coins, currency, checks, 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 within seven days. Each person depositing funds with the treasurer must submit a receipt and a note stating the

purpose of the funds. 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 at least once a week and retain copies of all deposit statements issued by the bank.

PETTY CASH

No officer, employee, volunteer, committee, board, or group may establish a petty cash system without consent from the selectboard and the treasurer. The treasurer may keep up to \$100 on hand as petty cash, which will be secured in the safe when the town office is closed.

RETURNED CHECKS

A returned check will be recorded in the accounting system against the revenue in which it was originally posted if the check is not replaced. The treasurer will inform the check writer and inform him or her that his or her check did not clear and advise that there is a \$25 returned check fee. Thereafter, full payment, including the returned check fee, must be in the form of cash, money order or bank certified check.

The foregoing policy is hereby adopted by the selectboard and the treasurer of the Town of Athens, Vermont, this 21 day of June, 2018 and is effective as of this date until amended or repealed.

David B. Benin
Chairperson

Thomas Taylor
Denise Randall

Warlene Wynn
Treasurer