

Town of Norridgewock Cash Handling Policy Statement

Purpose & scope

This policy covers the handling of town cash. The term “town cash” applies to currency, coin, checks, credit, charge, and debit card payments, other electronic payment media, and other negotiable instruments payable in money to the town.

Authority of Town Treasurer

The Town Treasurer (Treasurer) is authorized to promulgate guidelines for establishing procedures for the receipt, handling, and deposit by town officers and employees of town cash into the town treasury; for the method of documentation on all such transactions; for regular reporting to the Treasurer; for authorizing and rescinding authorization by the Treasurer of all town officers and employees to receive or handle town monies in the regular course of their employment or departmental activities; for inspection of departmental cash records, including overages and shortages; for inspection of departmental practices and procedures in handling town cash; and for contracting with agents to collect town cash and their collection procedures. The Treasurer may enforce these guidelines through on-site inspections; by rescinding authorization of any officer or employee who fails to comply with the Treasurer’s guidelines and, in the event of noncompliance by a department or office, requiring that payments to personnel be authorized by the Treasurer, or deposited at his/her office. The Treasurer will appoint a Deputy Treasurer and will insure that he/she are trained in the duties of the Treasurer in case of absence. The Treasurer shall on a yearly basis present to the Selectmen a list of all employees that are allowed to receive and deposit cash for the Town.

Duties of Town Personnel

Any town officer or employee, who receives town cash in the normal scope and course of his/her duties, shall:

- Immediately deliver the same to Treasurer or, when so authorized, deposit the cash with a town depository designated by the Treasurer to the credit of the Town. The delivery or deposit must be made within twenty four (24) hours or next banking day after receipt unless otherwise authorized by the Treasurer;
- Comply with guidelines promulgated by the Treasurer for handling and processing of town cash and for documentation and dissemination of records, and with departmental internal procedures, established in conformity with the Treasurer’s guidelines;

- Notify the Town Manager and the Treasurer of any loss or theft of town money immediately upon discovery. Written notice shall be given to them no later than twenty four (24) hours after discovery;
- Be subject to disciplinary action, up to and including termination, for failure to comply with departmental policies, Treasurer's policies, and/or duties described in this policy.

Authorization of Cash Receivers

Only persons who are authorized by the Treasurer shall receive and handle town cash on a regular basis in the scope and course of their employment. As a condition to authorization or maintenance of authorization, the Treasurer may require that the officer or employee review documentation on the secure processing of monies, the Treasurer's guidelines, procedures, and applicable departmental guidelines, and thereafter take refresher instruction or training at periodic intervals or when the need arises.

Departmental functions

The head of any town department or office who anticipates receiving town cash on a regular basis in the course of its activities shall:

- Assign the receiving of town cash only to those persons who are authorized by the Treasurer for performing those functions;
- Collaborate with the Treasurer to establish and maintain a system of procedures, documentation, and reporting on receipts handling and deposit of town money;
- Notify the Sheriff's Department and the Treasurer of any loss or theft of town cash immediately upon discovery. Written notice shall be given no later than twenty four (24) hours after discovery;
- Allow the Treasurer or his/her designee to make on-site inspections and observe the processing of town cash, and to make inspections of departmental collection records.

Liability for loss as between department and Treasurer

- As between a department and its officers and the Treasurer, the department has primary responsibility for care and liability for loss of town cash in its custody until deposited in the town treasury or entrusted to the Treasurer. When a deposit is made in an after-hours drop box of the town's financial institution, losses are assigned to the Treasurer if the Treasurer's instructions for making deposits have been followed, and to the department otherwise.
- Compliance with the Treasurer's guidelines and procedures establishes a presumption that a town department or office exercised due care in its custody and care of town cash.

**** This policy is not meant to restrict or impede the duties assigned to the Town of Norridgewock Bookkeeper, Chief Financial Officer, Tax Collector or Town Manager as dictated by locally adopted job description or State Statute.****

Date 10/29/2009

Ronald Frederick, Chairmen

Rick Pomerleau, Vice Chairmen

Victor Jepson, Selectmen

Richard Holt, Selectmen

Matthew Schaeffer, Selectmen

