CASH RECEIPTS POLICY
Town of Hollis, New Hampshire

PURPOSE
The purpose of this policy is to establish formal procedures for the handling of Town receipts. The establishments of such procedures are necessary to prevent the mishandling of funds and to safeguard the Town against loss. Formal procedures are also designed to protect employees from inappropriate charges of mishandling funds by defining his/her responsibilities in the cash handling process.

WHO SHOULD KNOW THIS POLICY
Any official or department head with responsibilities for managing the Town's cash receipts and those employees who are entrusted with the receipts for Town related activities.

STATEMENT
1. Any and all departments and activities receiving currency, coin, or checks from any source are required to remit such cash intact with the Finance Office through the Tax Collector.
2. No Department or Activity of the Town may open a bank account in the name of the Town.
3. No currency, coin, or checks are to be transmitted through mail. All deposits must be hand carried to the Town Hall.
4. Each deposit shall include any pertinent back-up correspondence or information. Deposits shall be submitted on a transmittal sheet as approved by the Finance Office on a weekly basis.

DEPOSITS
- The full amount of cash received must be promptly secured. Cash received must not be used for making change, petty cash purposes, etc. All checks and money orders shall be initialed in the upper left hand corner upon receipt.
- All departments and activities of the Town must record all cash (currency, coin, and checks) at the time the funds are received by receipt.
- Upon collection, a receipt from an issued logbook shall be issued to the remitter. Receipts shall include the following information: the amount collected, the date, the name of the person collected from, the signature from the person collecting, and the purpose for which the money was collected. The carbon copy of the receipt shall be attached to the transmittal sheet.
- Logbooks may be obtained as needed from the Finance Office. Voided logbook receipts shall be included with the transmittal sheet. In the event that a receipt is unable to be located, a note shall be attached to the transmittal sheet stating such.
• All departments and activities of the Town must deposit cash receipts with the Tax Collector at least once a week. Departments and activities, which receive, more than $100.00 a day in currency, coin, and checks must remit those funds on a daily basis. Any accumulation of $100.00 or more for any period must be deposited by the end of the next business day for that period.

• Transmittal sheets must be submitted to the Tax Collector with copies of pertinent back up correspondence or information. Transmittal sheets may be obtained from the Finance Office. Please make sure the transmittal sheet balances and is completed in full.

Adopted by:

Date:

[Signatures]

[Dates]