

# Cash Control Procedures

*Approved by Select Board on February 6, 2023.*

## Definitions:

**Turnovers** are the transfer of revenues to the Treasurer.

**Revenues** are cash or checks.

**Committees** refer to elected or appointed committees, councils, boards, and commissions.

**Departments** refer to sections of town administration with full or part-time employees.

## Procedures:

Revenues received by town departments or committees should be turned over to the Treasurer on a regular weekly basis with a *TURNOVER FORM* identifying the department or committee and employee or committee member turning over the revenue and indicating the date the revenue was received, the source of the revenue, and the account number to which it should be credited.

A copy of the turnover should also be given to the Accountant.

Upon receipt of the form and funds, the Treasurer will verify the turned over revenue, and return a signed copy to the department or committee. This signed turnover should be kept with the department or committee records.

The Treasurer will:

- record the revenue in the cashbook
- deposit the cash into the local bank in a timely manner
- deposit the checks via electronic process to the depository account
- reconcile all bank activity on a monthly basis with the banks and Accountant.