

## Cash Handling Policy

At the end of each business day the Town Clerk and/or Deputy Clerk will count the cash, checks, and money order revenue taken in that day. The total amount of payments will require a deposit slip to be made out, signed by the Town Clerk, or Deputy, attached to the funds and accompanying forms, and placed in the town vault.

The following business day the Treasurer and/or Deputy Treasurer will count the last or previous day's deposits, sign another deposit slip and attach that slip together with the Clerk's slip. Once deposit slips have been signed by both the Town Clerk and Town Treasurer, and **as long as the amount is the same on both deposit slips**, the Town Treasurer shall take the money directly to the bank for deposit. The bank's deposit slip will also be attached to the forms. Copies of all deposit records will be maintained by the Clerk and the Treasurer. If the amounts by the Town Clerk and Town Treasurer do not match, the deposit will be paused until reconciliation is reached. A note will be attached to that file detailing the cause requiring reconciliation and the resolution.

Under no circumstance are funds to be taken anywhere than directly to the bank. If the bank is not open or available then the funds will be locked up in the town vault until the next business day that the Treasurer is in the office.