

TOWN OF NORRIDGEWOCK

CASH HANDLING POLICY

Adopted November 7, 2007
Most recently amended September 3, 2025

Purpose & Scope

This policy covers the handling of town cash. The term “town cash” applies to currency, coin, checks, e-checks, cashier’s checks, money orders, debit/credit card receipts, direct bank deposit remittance receipts, electronic funds transfers (ACH), wire transfer receipt, and other negotiable instruments payable in money to the town.

Authority of Town Treasurer

The Treasurer shall maintain the powers and duties authorized under 30-A M.R.S.A. Chapter 221. The Treasurer will appoint a Deputy Treasurer and will ensure that he/she is trained in the duties of the Treasurer in case of absence.

Authority of Finance Director

The Finance Director 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 Finance Director; for authorizing and rescinding authorization by the Finance Director 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 Finance Director may enforce these guidelines through on-site inspections; by rescinding authorization of any officer or employee who fails to comply with the Finance Director’s guidelines and, in the event of noncompliance by a department or office, requiring that payments to personnel be authorized by the Finance Director, or deposited at his/her office.

Policy

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

- 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 24 hours or on the next banking day after receipt, unless otherwise authorized by the Treasurer. The deposit may be postponed if the total amount collected is less than \$500.00; however, cash received in any amount must be deposited at least once per week.

- Move all cash into the safe or locked, if kept overnight.
- Immediately, restrictively endorse all customer checks, cashier's checks, traveler checks, and money orders immediately upon receipt ("For Deposit Only, Town of Norridgewock").
- 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 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.

The Finance Office or his/her designee will be responsible for depositing cash received to the proper bank depository account on a regular basis. Supporting documentation of all deposits shall be retained by the Bookkeeper.

Under no circumstances shall disbursements be made from cash receipts. No checks are to be cashed. Refunds or returns may be processed against like-tender (i.e., currency for currency, credit card for credit card, etc.). Unlike refunds or returns must be processed through the Town's cash disbursement system with normal oversight and control.

Authorization of Town 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 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.

Handling of Negotiable Instruments

While handling negotiable instruments (personal checks, bank checks, money orders, etc.), the following must be observed:

- Checks should be made payable to the Town of Norridgewock
- Under no circumstances should an employee alter any negotiable instrument from its original presented form. Altering a negotiable instrument is a criminal offense and may be cause for immediate termination of employment with the Town
- If a negotiable instrument is presented without signature, make arrangements to return the check to the original owner or obtain the owner's signature.
- Any modification to a check after presentment can only be made by the account owner. The modification by the account owner must be approved by the account owner and must be approved by the Finance Officer.
- If the negotiable instrument is presented and there is a conflict between the written amount and the numeric amount, the written about is considered the legal and controlling value. If that value does not satisfy the payment of the transaction(s) intended, the recipient should attempt to contact the owner to notify them of the underage and/or make arrangements to return the check to the original owner and request a replacement check.
- If values conflict or penmanship is questionable, the receiving employee shall use a red pen to note "Taken As [amount]" in the memo line of the check.
- Any check presented should have a full name, current address, and phone number listed on the check.
 - If the check is presented in a face-to-face transaction, the employee accepting the check should confirm that the address and phone number are current. If not, current information should be added to the top left of the check.
 - If the check is mailed in, the employee may accept the check as payment as presented. If the employee knows the current address and/or phone number, that should be added to the top left of the check.

****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.****