

## **REVENUE COLLECTIONS (COLLECTION OF TOWN FUNDS)**

The purpose of this procedure is to safeguard Town funds by defining the process to account for departmental revenues.

## **DOCUMENTATION/PROCEDURE**

All funds including but not limited to cash, checks, money orders, drafts, vouchers and other forms of payment received by any Department are considered to be Town revenue. These funds/receipts **ARE NOT** to be expended for any purpose including but not limited to minor Department purchases or to reimburse employees for legitimate Town expenses. Funds identified by statute for use in a particular Department (e.g. pistol permit revenue) will be accounted for separately by the Town but are still subject to Town budget procedures.

Typical types of Town revenue are/but not limited to:

- Fines/Parking Tickets
- Registration Fees
- Federal Grants
- Dump Permits
- Pistol Permits
- Restitution Payments
- Sale of Town Property
- Copies
- Application Fees
- Recreational/Camp Fees

## **RECORDING OF FEES/REVENUE COLLECTED**

All revenues collected should be recorded by each Department Head or their authorized designee in writing who has been approved in advance by the Board of Selectmen. All receipts should be turned in daily from each Department (Police, Fire and Highway) to the Town Administrative Secretary. When the receipts are received at Town Hall, they will be recorded by the Secretary in a locked environment. The Tax Collector and Town Clerk must make deposits daily if their totals exceed \$500, as required by state law.

No person(s) including but not limited to Town Employees, elected or appointed officials may borrow or be loaned any money whatsoever from any Town funds or sources of funds.

Any Town employee found violating this policy may be subject to discipline up to and including termination. Any appointed or elected official found violating this policy will be subject to such discipline as provided for by statute and including removal from office. In addition to discipline by the Town, violators of this policy may be reported to the appropriate law enforcement agency.