



TOWN OF BLACKSTONE

Cash Handling and Turnover Policy

1. Purpose:

The purpose of this policy is to establish sound cash handling and turnover controls and practices; to ensure all cash receipts are deposited and recorded on a timely basis; to safeguard employees from mishandling of Town funds, and to clearly define employee responsibilities in the cash handling process.

The purpose of this document is to establish sound cash handling and turnover controls and practices, ensure all cash receipts are deposited and recorded on a timely basis, safeguard employees from inappropriate allegations of mishandling Town funds, and clearly define employee responsibilities in the cash handling process. Only those employees designated through job descriptions shall be authorized to process cash receipts.

Mass General Law (MGL) Chapter 41 Section 35: The Treasurer receives and takes charge of all money belonging to the town and pays all bills of all departments.

2. Applicability:

All Town of Blackstone employees, board members, committee members, and commission members are subject to the provisions of this policy.

3. Policy:

It is the policy of the Town of Blackstone that department managers, board chairs, committee chairs, and commission chairs are responsible for understanding and following these policies and procedures, as well as ensuring that any of their staff and volunteers who handle cash in any way also understand the same. Only those employees designated through job descriptions shall be authorized to process cash receipts.

The Town's policy is that the Collector/Treasurer's office is responsible for entering cash receipts into the MUNIS system. All departments must deliver all forms of cash to the Collector/Treasurer's office, along with two signed copies of the turnover form (Appendix A). After counting the receipts, the Collector/Treasurer will stamp one of the copies for the department to keep. The Town Accountant shall keep the second signed copy.

All departments must establish a schedule for turning over all receipts to the Collector/Treasurer's office at least once weekly. If any collected receipts exceed five hundred dollars (\$500) in any given day, they shall be turned over to the Collector/Treasurer by the end of the next business day.

No expenses can be paid from change funds or cash receipts by any department.
NO EXCEPTIONS



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All proceeds shall be turned over to the Collector/Treasurer. All expenses shall be appropriated and processed through the warrant process.

Using change funds for miscellaneous petty cash purposes, loans, advances, or check cashing for any individual, including employees, is prohibited.

The Collector/Treasurer is the only one authorized to establish bank accounts for town funds. No other bank accounts will be used for town funds unless the Collector/Treasurer's office has set it up. Furthermore, the town's tax ID cannot be used without the approval of the Collector/Treasurer and Town Accountant.

4. Procedures

4.1 Departmental Procedures Upon Receipt of Cash

1. Reasonable care should be taken to ensure that currency is genuine.

*Note: If you feel you have received counterfeit cash, do not confront the individual presenting the cash or let on that you suspect counterfeiting; notify the Collector/Treasurer and call the police immediately after the incident.

2. Checks should be reviewed for the following:

Payable to the Town of Blackstone

Ensure the legal line (the written dollar amount) is the same as the numerical amount. If there is a difference, the legal line will prevail.

No stale-dated checks (older than 90 days) are to be accepted.

Checks must be signed.

Look for messages (i.e., not valid over \$1000.00 or after 90 days).

A valid ID must accompany starter/blank checks. The name, address, and phone number must be printed legibly on the check.

Check must be drawn on a United States bank in US Dollars.

No cash can be returned to the taxpayer if a check exceeds the amount due to the town.



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3. Endorse the check with the departmental FOR DEPOSIT ONLY stamp. If no stamp is available, endorse the check as follows;

FOR DEPOSIT ONLY
TOWN OF BLACKSTONE

4. Cash must be held securely (e.g., locked cash drawer, locked cash box, vault, cash register, locked metal box, etc.) until it is turned over to the Collector/Treasurer. If possible, each employee handling receipts on a given day or shift should have a separate secure place. If there is no safe area, contact the Collector/Treasurer immediately.
5. At the time of payment, transactions should have a corresponding pre-numbered receipt, permit, license, certificate, etc., issued to the customers and appropriately posted by the department in a ledger/spreadsheet to track them. The Collector/Treasurer's office will enter all receipts into the MUNIS software system.
6. Unipay, point of sale, and OpenGov system payment totals are to be printed daily, reconciled by the employee/Department Head, and placed on a turnover form. The Turnover forms and the printed daily receipt slips should then be turned over to the Collector/Treasurer Office weekly, with copies being turned over to the Town Accountant's Office.

4.2 Turnover Procedure

Departmental staff shall hand deliver the turnover form with the receipts to the Collector/Treasurer's office. Departmental staff shall remain at the Collector/Treasurer's office while the turnover is validated. The turnover form should reference the pre-numbered receipt, permit, license, certificate, etc., issued to the customer. The Collector/Treasurer's office is responsible for counting all receipts and verifying the accuracy of the turnover form. The turnover form must be signed by the department head or their designee, and the department head or designee will provide a copy of the turnover form to the Collector/Treasurer's office. The Collector/Treasurer's staff will sign the turnover form to verify that the total amount indicated on the form is reconciled with the total on the turnover sheet. One copy of the turnover form is retained by the Collector/Treasurer's office for their records. The department head or their designee will hand a copy of the turnover to the Town Accountant's Office.



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4.3 Entry of receipts by the Collector/Treasurer Office

The Collector/Treasurer's office will enter the receipts data into the MUNIS system, creating a batch and turning over a copy of the batch to the Town Accountants Office for verification of amounts.

4.4 Departmental Reconciliation of Receipts

The Town Accountant's office shall provide the department with a monthly report on each revenue account. Each Department Head is responsible for reconciling their receipts to the revenue reports. Any discrepancies shall be brought to the attention of the Town Accountant immediately.

4.5 Insufficient Funds & Bounced Check Process

If a check is returned for any reason, the department is responsible for seeking guaranteed replacement of funds and submitting the reverse turnover form of the original receipt. The department is also responsible for collecting the fee referenced below.

Reference: Mass General Law Chapter 60, 57A and Chapter 44, 69. If any check in payment of any municipal service, fee, or charge imposed by any city or town for any municipal service rendered or fee or charge imposed is not duly paid, there may, in addition to any other penalty provided by law, be imposed on the person who tendered such check, upon notice and demand by the city or town treasurer, a penalty in an amount equal to 1% of the amount of such check, provided, however, that if such check is for less than twenty-five hundred dollars, the penalty under this Section shall be \$25.00 (Added by St. 1981 c87, amended by St. 1991, c226.)

4.6 Fraud & Theft

Any suspicion of fraud, theft, or disappearance of cash should be immediately reported to the Town Administrator, Collector/Treasurer, and Town Accountant; in case of a robbery, **call 911**. Do not confront the robber, but inform the Collector/Treasurer immediately. All questions should be electronically directed to the Collector/Treasurer's office.

4.7 Complying with Cash Handling & Turnover Policies & Procedures

Violations of this policy may result in disciplinary action, including termination of employment and/or legal action.