



# **TOWN OF BARRINGTON**

## **NEW HAMPSHIRE**

Office of the Select Board

### **Deposit Policy**

#### **I. PURPOSE**

Pursuant to RSA 41:9 this policy is intended to guide the handling of town receipts and provide fiscal controls that will safeguard both the town and its employees.

#### **II. APPLICATION**

This policy applies to all town employees, town officials, seasonal employees, volunteers, or anyone handling receipts generated from functions, programs, fund raisers, general revenue or, any manner in which receipts are acquired to which the town of Barrington is entitled.

#### **III. GUIDELINES**

##### **1. TOWN CLERK**

The Town Clerk's office auto permit receipts are governed by the rules in RSA 261:165. Whenever the Town Clerk's Office has in excess of \$1,500 cash, all that is on hand in excess of \$100 per employee drawer must be deposited or transferred to the designated courier service on a daily basis. The \$100 allowance per employee drawer is for money to make change at the start of the following day. Whenever the Town Clerk's Office has any single check (or other form) larger than \$2,500 or an aggregate total of \$3,500, they must be deposited or transferred to the designated courier service on a daily basis. If receipts are received on a holiday or generated on a weekend, deposits or transfers must be made on the next available business day. When cash receipts are less than \$1,500, a deposit or transfer may be deferred until the receipts total more than \$1,500, but in no instance may more than one workweek lapse before a deposit or transfer is made. When check (or other form) receipts are less than \$3,500, a deposit or transfer may be deferred until the receipts total more than \$3,500, but in no instance may more than one workweek lapse before a deposit or transfer is made.

##### **2. TAX COLLECTOR**

The Tax Collector's office receipts are governed by the rules in RSA 41:35. Whenever the Tax Collector's Office has in excess of \$1,500, cash, all that is on hand in excess of \$100 per employee drawer must be deposited or transferred to the designated courier service on a daily basis. The \$100 allowance per employee drawer is for money to make change at the start of the following day. Whenever the Tax Collector's Office has any single check (or other form) larger than \$2,500 or an aggregate total of \$3,500, they must be deposited or transferred to the designated courier service on a daily basis. If receipts are received on a holiday or generated on a weekend, deposits or transfers must be made on the next



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available business day. When cash receipts are less than \$1,500, a deposit or transfer may be deferred until the receipts total more than \$1,500, but in no instance may more than one workweek lapse before a deposit or transfer is made. When check (or other form) receipts are less than \$3,500, a deposit or transfer may be deferred until the receipts total more than \$3,500, but in no instance may more than one workweek lapse before a deposit or transfer is made.

### **3. ALL OTHER TOWN DEPARTMENTS**

The rules for all the remaining town departments are set under RSA 41:9, especially section VIII. Whenever a department has received in excess of \$500 in cash before the close of the regular office hours, all that is on hand in excess of \$100 must be deposited or transferred to the designated courier service on a daily basis. The allowance is for money for making change. Whenever the Department has any single check (or other form) larger than \$2,500 or an aggregate total of \$3,500, they must be deposited or transferred to the designated courier service on a daily basis. If receipts are received on a holiday, after regular hours, or generated on a weekend, deposits or transfers must be made on the next available business day. When receipts are less than \$500, a deposit or transfer may be deferred until the receipts total more than \$500, but in no instance may more than one workweek lapse before a deposit or transfer is made. When check (or other form) receipts are less than \$3,500, a deposit or transfer may be deferred until the receipts total more than \$3,500, but in no instance may more than one workweek lapse before a deposit or transfer is made.

### **4. RECEIPT SECURITY**

Receipts must be properly secured at all times and locked in a town safe at the close of each business day. Under no circumstance shall any individual remove receipts from town offices or from the safe except for the purpose of counting, recording, depositing, or transferring these receipts as described above. No funds shall be taken home. Consideration will be given to have the Police Department accompany an employee making a large deposit.

### **5. COURIER SERVICE**

When receipts are transferred to a designated courier service, consideration should be given to the insurance and liability limits of the courier service. The Town shall not transfer receipts to a designated courier service in excess of the amount insured. Separate arrangements shall be made when receipts exceed the amount insured.



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### 6. EMPLOYEE DEPOSIT AUTHORITY

Pursuant to RSA 41:29, VI, the Treasurer may delegate deposit authority to employees. Only those employees on the Deposit Authorization Form may make deposits on behalf of the Town. This list is generated by the Treasurer, maintained by the Finance Administrator, and reviewed/approved by the Select Board.

### IV. PENALTY

The Town will pursue to the full extent of the law any violation of this policy and in the case of a town employee or official, disciplinary action may be taken up to and including immediate termination. A copy of this policy is to be signed by all those who handle receipts.

**I have read, understand, and agree to this policy.**

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Employee Name

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Employee Signature

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Date