

**TOWN OF GOFFSTOWN  
PROCEDURES FOR TURNOVER OF DEPARTMENTAL COLLECTIONS**

**PURPOSE**

To establish procedures for the handling and turnover of town monies collected by departments, boards and commissions.

**DEPARTMENTS AFFECTED**

All departments, boards and commissions involved in the collection of town funds.

**DEFINITIONS**

**Collection Turnover Form:**

The "Collection Turnover Form" is the form used by departments, boards and commissions to consolidate and submit the collection of town funds to the Finance Office.

**Receipt:**

A form (from a bound receipt book or other acceptable type) that acknowledges the conveyance of money and includes the following detail:

- date
- received from
- amount
- payment type (check, cash, etc.)
- reason
- received by

**POLICY**

**Collection of Monies:**

Departments shall issue all customers a receipt at the time of collection of monies.

The Administrative Department at town hall is the only department authorized to maintain and/or make deposits directly into a town bank account. Deposits generated from town hall are to be made by authorized municipal agents only. The Town Clerk and Tax Collector's Office will make timely deposits to the town bank account on a daily basis or when receipts total \$1,500 or more. At a minimum of once a month, all town hall offices will make a bank deposit, even if funds on hand are less than the \$1,500. All other town departments should submit receipts at a minimum of weekly unless receipts total \$1,500 or more. When you have receipts totaling \$1,500 or more please submit to the Finance Office within 24 hours of receipt (Monday through Friday).

Departmental collections that are not turned over or deposited daily are to be held in a location that is secure from potential fire and theft. Departmental collections should never be used to cash checks for town employees or the public. No disbursements may ever be made from any departmental collections. All collections must be remitted to the Finance Office and all disbursements must be paid through the town warrant. Departmental collections should never be commingled with any employee's personal money and employees should not make change for customers with their own money.

**Turnover of Department Collections:**

When it is determined that a turnover is required, the "Collection Turnover Form" should be completed. A signed, duplicate copy of the "Collection Turnover Form" will be provided to each department, board and commission once the Finance Office has verified the information supplied on the "Collection Turnover Form". In addition, the Finance Office will issue a written receipt, to the department, documenting the amount of cash/checks that are being received and listed on the "Collection Turnover Form". This receipt should be attached to the "Collection Turnover Form and retained in a chronological file for the fiscal year.