

## **Town of Newburgh Internal Control Policies**

### **Cash Drawer**

1. There are two cash drawers for the front desk. The drawers are to be removed each morning from the safe by the Town Clerk or Deputy Clerk. The start-up cash shall be \$100.00 in each. The cash drawers shall be returned to the safe after the close of each day. The safe combination is to be known only to the manager, deputy treasurer, and the clerk/deputy clerk. The combination of the safe will be changed when there is a change in the staff who knew the combination.
2. Daily receipts shall be provided for all transactions performed. The receipts shall match the cash drawers at the close of each day.
3. All cash and checks collected shall be placed in the locked safe.
4. The Motor Vehicle Report for the state, reconciliation of vehicle stickers and the liability account (BMV Funds) is to be done weekly or biweekly, depending on circumstances, to verify all transactions are done properly.
5. Once all reports are verified, the receipts are posted.
6. In the event funds are collected after the cash-up is done, those funds are to be immediately secured in the safe with the funds being recorded on the next business day. Receipts are provided for all funds that are collected for any purpose.
7. All income received by any town of Newburgh Department shall be received at the town office. This policy shall include the municipal fire & rescue department, recreation department, cemetery department, code enforcement, Library, Town of Newburgh committees, etc.
8. All employees and volunteers are reminded that confidentiality is expected at all times. At times during the course of business confidential information of resident and employees is obtained. Breach of this confidentiality is not acceptable at any time.

### **Disbursements:**

1. All disbursements of funds for the town are made by check. The checks shall require two approved signatures in order to be valid.
2. Checks are prenumbered and used in sequence and physically controlled.
3. Checks are prepared by someone independent of invoice approval. All documents are attached for approval.

4. Checks are made payable to a specific payee, never to cash or bearer, and voided checks are retained and made unusable.
6. Check signers shall be only the Manger, Town/Deputy Clerk, and the Deputy Treasurer.
7. Signature stamps are not permitted.
8. All disbursements shall be posted to a specific account and specific item in the budget. The amount shall be an approved appropriation. The Manager shall review all warrants and disbursements requests before any checks are issued for more than \$100.00.
9. The Select Board's full signature on the last page. While the Select Board is required to sign warrants, the Select Board shall not be a check signer. In addition, while staff members are the approved check signers, staff members are not approved to sign warrants.
10. Payroll: No employee, part-time, occasional, or full-time, shall receive any payroll until all required forms are completed and provided and the payroll file is complete. All payroll requests shall have the required warrants signed prior to providing the checks. No final check following the end of employment shall be issued until all town property has been returned.
11. All payroll checks shall be either mailed, or placed in sealed envelopes and placed in the employee's mailbox. At no time, shall checks be left on counters, desks, cabinets etc. for someone to pick up. Any checks not picked up by the close of business shall be locked in the safe until the next business day.

**Reconciliation of Accounts:**

1. Checking accounts for the town shall be reconciled monthly.
2. Treasurer and Town Manager shall provide whatever assistance is required or necessary to the Municipal Auditors: such an audit is completed annually.


**Financial Reports:**

1. Full and complete financial reports shall be provided to the Select Board monthly. Such reports shall show disbursements, income, and current balances. Such balances shall be compared to original appropriation amount.

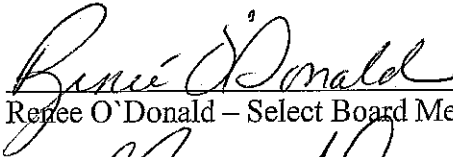
**Mailbox/Trash:**

1. Incoming mail shall be removed daily, during business hours from the mailbox and secured safely at the Town Clerks desk.
2. All notes, copies, receipts, etc., shall be completely shredded before being placed in the trash.

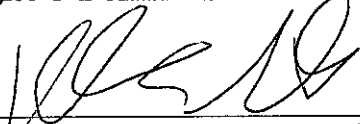
Approved on: 1/22/24



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Brian Carlisle – Select Board Member



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Renee O'Donald – Select Board Member



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Kurt Giles – Select Board Member