

# Financial Processes

Finalized & Approved by the Town Board as of November 20, 2019

Approved by the Town Board, March 18, 2021

## Town Clerk

- The Finance Office will maintain and control inventory of the “Recycling Center Permits,” “Recycling Center Trash Disposal Tickets,” and “Bulk Tickets”.
  - The permits, disposal tickets, and bulk tickets will be given to the Town Clerk in increments of 50.
  - The disposal tickets and bulk tickets will be given to the Recycling Center in increments of 200.
  - The Finance Office will track all permit, disposal ticket, and bulk ticket card numbers that are distributed.
- The Town Clerk will maintain a spreadsheet of all permits, disposal tickets, and bulk tickets.
  - The spreadsheet will contain the permit, disposal ticket, or bulk ticket number, the date of the purchase, the name of the purchaser, and the revenue collected from the sale.
  - The Finance Office will reconcile the revenue reported in QuickBooks to the revenue reported in the Town Clerk’s spreadsheet.
- All bank deposits prepared by the Town Clerk will be given to the Finance Office for verification.
  - The Finance Office will make a copy of the deposit and check the deposit to ensure accuracy before it is deposited in the bank.
  - After verification, the Town Clerk, Finance Office, Supervisor, or other authorized personnel will bring the deposits to the bank.
- The Finance Office will keep a copy of the Town Clerk’s monthly bank statement.
  - The Finance Office will verify that all deposits prepared and brought to the bank agree to the deposits shown on the bank statement.
- The Town Clerk bank account will have two signers: Town Clerk and Deputy Town Clerk

## Tax Collector

- The Tax Collector must provide proof that their personal property taxes were paid using one of the following procedures:
  - Providing proof to the Finance Office that their payment cleared the bank and that the payment agrees to the amount on their tax bill.
  - Giving their payment to the Finance Office to deposit at the bank.
- The Tax Collector will provide proof to the Finance Office that the payments collected plus the report of unpaid amounts submitted to Dutchess County match the total on the tax warrant.
- Tax payments can be made by cash, check, e-check, or credit card. E-checks and credit card payments are made through the property tax payment portal on the Town's website.
- All bank deposits prepared by the Tax Collector will be given to the Finance Office for verification.
  - The Finance Office will make a copy of the deposit and check the deposit to ensure accuracy before it is deposited in the bank.
  - After verification, the Tax Collector, Finance Office, Supervisor, or other authorized personnel will bring the deposits to the bank.
- The Finance Office will keep a copy of the Tax Collector's monthly bank statement.
  - The Finance Office will verify that all deposits prepared and brought to the bank agree to the deposits shown on the bank statement.
- The Tax Collector bank account will have two signers: Tax Collector and Town Clerk