

RESOLUTION NO. 2021-01

A RESOLUTION OF THE TOWN OF GARFIELD WASHINGTON, setting the policy for receiving and receipting payments made to the Town of Garfield and depositing these funds in a timely manner.


Be it hereby resolved by the Town Council of the Town of Garfield, Washington, that:

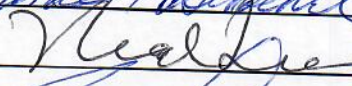
Section 1: As of January 1, 2021, the receiving, receipting and depositing policy for town funds will be conducted as follows:

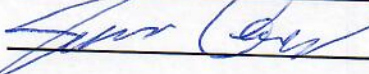
1. Payments submitted through the door at town hall will be collected at the beginning of the clerk/treasurer's shift. These payments will be stamped with the date they are received and placed in a collection bag that is kept in a locked and secured file cabinet and held until the next town deposit is made.
2. Any cash received will be immediately receipted using the treasurer's 3-part carbon copy receipt booklet. Receipts should be processed in sequential order and a copy of the receipt will be granted to the payee upon request. 1 copy must always remain in-tact in the receipting book for audit purposes. Cash will then immediately be placed in the payment collection bag for the next scheduled bank deposit. Cash payments dropped through the office door are discouraged. Customers have been encouraged to pay with check or online with a debit/credit card. Cash payments will require the treasurer's receipt number to be entered into the Springbrook (Bias) accounting system.
3. All payments must be stamped with the date they are received, and checks should be endorsed with Deposit Only for Town of Garfield.
4. Mail should be collected daily Monday through Friday and payments received in the mail must follow the above procedures.
5. A deposit is mandatory after \$500 in cash is collected or a total of \$1,000 in payments has been collected. Ideally deposits are made daily Monday through Friday. Currently there is only one person covering the clerk/treasurer responsibilities, so if a workday is missed, deposits should be made on the next working day.
6. Water/Sewer/Garbage payments should be receipted and deposited under one deposit slip. All other revenues can be submitted on a separate deposit slip.
7. A carbon copy of the utility deposit slip should be attached with an excel spreadsheet, detailing all users who made payment and a copy of the bank receipt showing deposit amount, should be stapled, and filed together. Miscellaneous deposits other than utility deposits should be bundled and recorded in the same manner.
8. Since the Town of Garfield is staffed by one clerk/treasurer, the mayor should review and sign off on all daily deposit transactions checking the accuracy of the amount prepared to deposit and the bank generated deposit slip showing the actual deposited amount into the State Bank Northwest town checking account. A secondary copy of all deposit activity will be kept on the town computer and should be updated daily.
9. All statements from the town bank are to be reconciled each month with the accounting software, Springbrook (formerly Bias). The bank statement is to be attached to the monthly Treasurer's Report for approval by the mayor. Each month, the finance oversight council members should review and sign off on the accuracy of the transactions throughout the prior month. Any discrepancies should be addressed at the next council meeting.

Passed by the Town Council this 27th day of January 2021.

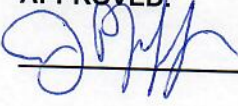
TOWN COUNCIL:







APPROVED:



Jarrod Pfaff, Mayor

ATTEST:



Cody Lord, Clerk/Treasurer