



TOWN OF RAYMOND

Adopted by: Administration

Motion Number: N/A

Authority to Administer: CFO, Director of Corporate Services

Policy Number: OP - 2017-02

Policy Name

Documentation of Cash Receipts

Policy Purpose

To document proper procedures for bank reconciliation.

Policy Procedure

Payment is made at the Town Office by customers to an Administrative Assistant. The cash receipt is entered into the automated receipt software and generated for the customer. The following morning, the previous day's cash receipts are balanced and updated in the accounting system. Daily deposits are then made up for the previous day and deposited in the bank account. Bank account reconciliations are the responsibility of the Director of Corporate Services.