

# TOWN OF ASHBY



## ADMINISTRATION AND FINANCE POLICIES AND PROCEDURES

*Revision 1.0 Adopted on September 17, 2008*

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## **1.0 Departmental Receipts Policy<sup>1</sup>**

### **1. Purpose**

The purpose of the Departmental Receipts Policy is to establish policy and procedures for the efficient and accountable handling and timely turnovers of Town monies (cash and checks) collected or received by all departments, boards and commissions.

### **2. Policy**

All revenues received for the Town of Ashby by any Department must be carefully and accurately accounted for and then turned over to the Town Treasurer in a timely manner. This includes the very large turnovers made by the Collector at property tax due times as well as the very small amounts of 25¢ for making a photocopy.

It is important to remember that these received monies belong to the public and must be treated as such. The departmental staff are entrusted with these funds and must protect them for the public.

Furthermore, in Article V, Section 9 of the Town By-Laws entitled Financial Affairs it is so encoded that “Every Officer shall pay into the treasury of the Town all amounts received by him/her on behalf of the Town, except as otherwise provided by law, and shall make a true return thereof to the Town Accountant, stating the accounts upon which such amounts were received”.

No disbursements may ever be made from any departmental receipts. All receipts must be remitted intact to the Town Treasurer. All disbursements must be paid through a Payable Warrant, either Bills Payable or Payroll. Even electronic wire transfers and direct deposits *must* go through the Warrant process.

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<sup>1</sup> Originally adopted at Board of Selectmen Meeting of June 16, 2004

### 3. Departments Affected

It is typically mistakenly assumed that the Tax Collector is the only public official that needs to be concerned with how receipts are processed. In fact, there are several revenue generating departments that are affected by this policy.

All departments, boards and commissions involved in the collection and receipt of Town funds. Specifically they are:

DEPARTMENT	REVENUE TYPES
Board of Assessors	Abutter Lists, Map Fees, Field Cards, Copy Charges and Zoning By-Laws
Board of Health	Well & Septic Permits, Sale of Composting Bins, Camp Licenses, Food Handler Permit Fees and Nashoba Public Health Permit Fees
Board of Selectmen	Used Car Licenses (MVII), Junk Licenses (MVIII), Common Victualler's Licenses, Cable TV Fees, Alcoholic Licenses, General (Entertainment) Licenses, Contract Fees, Hearing Fees, Municipal Site Leases and Municipal Building Licenses Fees
Building Inspectors	Building Permits, Electrical Permits, Plumbing Permits, Gas & Oil Permits
Cemetery Commission	Sale of Lots, Perpetual Care
Collector	Real Estate Taxes, Personal Property Taxes, Motor Vehicle Excise Taxes, PiLoT and Chapter 61 Taxes
Conservation Commission	Notice of Intent (NOI) Fees
Emergency Medical Services (EMS)	Ambulance Fees
Fire Department	Smoke Detector Inspections, Furnace & Boiler Inspections, Blasting Permits and LGP
Hazardous Waste Coordinator	Hazardous Waste Co-Pay Fees
Highway Department	Highway Equipment Rental Fees
Library	Library Book Fines
Planning Board	Approval Not Required (ANR) Fees and Site Plan Review Fees
Police Department	FID Cards & Pistol Permits, Photo ID Fees, Accident Reports, Court Fines & Restitution Fees, Administrative Surcharges and Miscellaneous Receipts
Town Clerk	Building Certificates, Dog License Fees, Street Listings, Zoning By-Laws and Town By-Laws
Treasurer	Tax Title Redemptions & Associated Fees & Interest, State Funds and Grant Funds
Zoning Board of Appeals (ZBA)	Resident requested Hearings

#### 4. Procedures

No matter what department is receiving monies for the Town of Ashby, the receipts must be immediately logged onto a Departmental Receipt Log, turned over to the Town Treasurer attached to an original *Schedule of Departmental Payments to Treasurer*<sup>2</sup> form and a copy of the *Schedule of Departmental Payments to Treasurer* submitted separately to the Town Accountant<sup>3</sup>. NOTE: In the case of the Tax Collector, the collector logs payments directly into the Collector's Commitment book, which acts as the receipt log.

Those departments receiving fees for licenses or permits must use pre-numbered forms *except* the Building Department and the Zoning Board of Appeals. The permits for the Electrical, Plumbing and Gas and ZBA Special Use Permits will be numbered by the Town Clerk upon receipt of the permit application with the attached fees. All other licenses and permits are to be pre-numbered for control purposes. All unused license and permit stock must be controlled by the responsible department and stored in a secure location.

<b>Schedule of Departmental Turnovers</b>
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When a department has collections in cash, coin, and/or checks that total \$500.00 or more a timely turnover must be made to the Town Treasurer. If a department has on hand collections less than \$500.00, the monies are to be turned over to the Treasurer at a minimum of once a week. Departmental collections that are not turned over on a daily basis are to be held in a location that is secure from potential fire and theft. All checks received and not turned over to the Treasurer immediately should be stamped "for deposit only" before securing them pending turnover.

The Treasurer shall count the receipts and initial a copy of the turnover to be retained by the Department. The other copy of the turnover sheet together with the receipts shall be posted in the computer system. The Turnover sheets shall identify the account(s) to be credited, a narrative description of the receipts and the name of the department submitting the receipts.

Departments shall establish procedures to safe guard the collection and remittance of receipts. The person collecting the receipts shall remit the money together with the receipt documents to another individual in the department who shall verify the money count and compare to receipt totals. Discrepancies shall be resolved at the time of remittance. The receipts shall be logged into a journal on a daily basis. The amounts received shall be submitted to the Treasurer's office not less than weekly.

The Town Accountant shall periodically, but not less than once per year, perform site visits to the departments to audit the receipts process as required by state statutes. Reports of such audits shall be made in writing and submitted to the Town Administrator along with recommendations for improving receipt procedures.

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<sup>2</sup> For sample refer to Appendix page 39

<sup>3</sup> Please do not rely on the Treasurer to submit the copy to the Accountant. Departments must do that directly in order to maintain the integrity of the financial control.

The *Schedule of Departmental Payments to Treasurer*<sup>4</sup> form to be used is a two-part form requiring the top page to be submitted with the funds received to the Treasurer and the second page directly to the Town Accountant. This is an example of an accounting control that ensures that more than two parties are accounting for the monies received.

The form should contain the name of the department, the turnover number, turnover date, name and number of applicable general ledger revenue account, list of monies collected by the department and total amount turned over to the Treasurer. The department head or responsible departmental staff person must sign this form. The following is a sample of how the *Schedule of Departmental Payments to Treasurer*<sup>5</sup> form should be filled out.

The department should make and retain a copy of this form to be kept with the receipts log. The Treasurer acknowledges the receipt of the money and a copy is returned to the department that should be attached to the departmental copy of the *Schedule of Departmental Payments to Treasurer*<sup>6</sup>.

<b>Receipts Logs</b>
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Whenever a department receives monies, an entry is to be made in its Department Receipts Log to document that receipt. Important data must be included on that form such as date, payer, receipt number, license/permit number, type of receipt, amount received and whether the receipt is in the form of cash or a check. These data are indicated in the following sample:

Date Received	Received From	Description/Acct#	Receipt Number	License/Permit #	Check No.	Check Amount Received	Cash Amount Received	Total Amount of Turnover	Date of Turnover
7/5/04	Orville Fish	Fishing License 852-575-001	TC257	652	1498	\$25.00			
7/8/04	Randy Shepherd	Copies 014-141-000	TC258				\$ 2.50		
						\$25.00	\$ 2.50	\$27.50	7/10/04
7/10/04	Bonnie Keihle	Zoning By-Laws 014-161-001	TC259				\$ 5.00	\$ 5.00	7/11/04

*Department Receipts Log (Town Clerk) Sample*

The Receipts Log should be subtotaled and dated whenever a turnover of receipts is made to the Treasurer. That subtotal should be for the exact amount of the turnover.

<sup>4</sup> For sample refer to Appendix page 39

<sup>5</sup> For sample refer to Appendix page 39

<sup>6</sup> For sample refer to Appendix page 39

<sup>7</sup> The Town Clerk will maintain a separate Receipts Log for Building Permits and ZBA Special Use Permits

<b>Reconciliations</b>
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Cash and checks on hand should be counted and proven to the Receipts Log. Whenever possible, a departmental employee who is not involved in the actual receipt process should do this.

At the close of every month or quarter, at the discretion of the Town Accountant, the responsible departmental head should make available (or provide copy) to the Town Accountant of the receipt log. The accountant will compare this log to the various revenue accounts on the general ledger to insure that proper credit and categories are maintained.

## **2.0 Expenditures**

### **Invoice Payment Process Overview**

All departments are expected to submit their bills for processing in a timely manner.

- The Accounting Department processes vendor warrants once every two weeks. All departmental bills should be processed for Accounting according to the attached procedure list and submitted to the Accounting department once every two weeks.
- Invoices will be included on the warrant following receipt of properly approved payment requests.
- New vendors are required to furnish a federal identification or social security number. No payments can be made without this information. Accounting will send the vendor an W-9 form as required by the Internal Revenue Service.
- Selectmen must sign the warrant before checks can be released. Checks are mailed on the Thursday following the Selectmen's signing.

### **Adjustments**

- If it is determined that an adjustment must be posted to the accounting system for any reason, (e.g. line item over budget, invoice or receipt posted to an incorrect account) a memo should be sent to the accounting department requesting a correction. The request must include the original account number, the corrected account number, the amount and an explanation of the issues. Attach documentation (e.g. copy of the invoice etc.) that will clarify or enhance the explanation.
- See separate section for specific procedures on Finance Committee Reserve Fund Transfers

### **Emergency Manual Check**

- If a situation arises where a check is immediately needed to pay for goods or services, the party needing the pre-pay check is responsible to get the approval of the majority of the Board of Selectmen. One Selectman must sign the actual invoice used for payment.



**Procedure for Submitting Invoices**

1. Only ORIGINAL invoices should be submitted for payment to avoid double payments. Review rates and recalculate the totals on the invoice for accuracy.
2. Write the appropriation account number directly on the *Schedule of Departmental Bills Payable*<sup>8</sup> form that covers the invoice(s).
3. Deduct any sales tax that may have been put on the invoice. Accounting will submit our tax exempt form with the payment.
4. Do not pay previous balances. Previous balances are not considered an original invoice and cannot be paid. Accounting investigates all previous balances before processing and will notify the department if it is still outstanding.
5. Statements will only be paid with attached ORIGINAL invoices or packing lists for each item that appears on the statement.
6. Packing slips should accompany any invoice for merchandise as proof that the item was received. Invoices cannot be paid unless the goods have been received or the services have been performed.
7. Attach approved procurement forms and contracts as required in the procurement procedures of Chapter 3.0 including purchase contracts for any purchases over \$5,000.00.
8. The remittance stub or remittance copy must be submitted to Accounting with the ORIGINAL invoice.
9. List all bills to be paid on the *Schedule of Department Bills Payable*<sup>9</sup> when you have more than one bill to submit. Include the vendor name, appropriate account number and amount. Accounting will return invoices for recoding if the account does not resemble the description of the purchase.
10. All bills to be paid must be approved by the Department Head or board majority. The *Schedule of Department Bills Payable*<sup>10</sup> must include the name of the Department Head in the signature section so that accounting can determine who signed and that the requirement is met.
11. Invoices that require immediate payment should be highlighted and will be processed on the next scheduled warrant.

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<sup>8</sup> For sample refer to Appendix page 40

<sup>9</sup> For sample refer to Appendix page 40

<sup>10</sup> For sample refer to Appendix page 40

## **Invoice Processing**

Invoices will be transmitted to the accounting office for processing in accordance with schedules established by the Town Accountant. Invoices must be attached to a valid purchase order if applicable. The invoice will include the following information:

- Evidence of a math check of all calculations leading to a total including verification that the charges are valid and sales tax is not added.
- Authorization for payment by the department head or other individual authorized to approve invoices for payment as evidenced by written notation (no signature stamps).
- Indication of the account number(s) to be charged for cross check to the account(s) listed in the computer system.
- Warrant number date and account number will be posted on the Schedule of Department Bills Payable form.
- New Vendors will be sent a W-9 form so that any 1099 vendors can be identified.
- All invoices subject to a purchase order will have the purchase order attached to the invoice.

A pre-formatted rubber stamp is useful in documenting the above listed information.

Invoices will be entered and a check for available appropriation will be made at that time. In addition, the Accounting office will verify that the proper checks and approvals have been completed by the departments and that the accounts being charged are reasonable.

The Accounting office will compare the invoices to an edit listing and verify that all information and approvals have been documented on the invoices. Account numbers will also be verified for reasonableness.

Prior to creation of the warrant the Town Accountant shall review all invoices for payment on the upcoming warrant. The review includes the following procedures:

- Determination that the charge is allowable and reasonable.
- Verification that the account being charges is appropriate.
- Assurance that the purchase was bid if applicable.
- Payment is being charged to the proper fiscal year.
- Proper authorizations have been obtained.

The Town Accountant or designee may approve an invoice for payment only when there is a valid appropriation available or in the case where appropriation is not required by statute such as revolving funds and grants. In such cases available balance must be on hand unless exempt by stature such as school grants and certain highway grants. Otherwise, the Town Accountant shall not approve for payment any invoice which overdraws an account.

Invoices are charged to the fiscal year based on the date that the liability to pay was incurred. No invoice may be charged to a subsequent fiscal year if the goods or services were delivered in a prior fiscal year.

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In any case where the Town Accountant disallows an invoice for payment due to unavailability of appropriation or other reasons the Town Accountant shall notify the Treasurer, Town Administrator, Board of Selectmen and the department head in writing of such disallowance.

The Town Accountant shall sign all warrants for payment prior to the transmittal of such warrants to the Selectmen for approval.

### 3.0 Procurement

Massachusetts General Laws Chapter 30B describes the requirements for municipal purchasing of supplies and services. Please refer to the Inspector General's Procurement book for detailed procedures. The Chief Procurement Officer has a copy available if needed.

- For purchases under \$5,000, "...sound business practices" should be used and have a completed *Purchases up to \$5,000*<sup>11</sup> form attached.
- For purchases between \$5,000 and \$24,999, three phone quotes must be obtained and the *Purchases \$5,000 - \$24,999*<sup>12</sup> form must be completed. When a written contract is required it should be signed by the vendor and Town representative authorized to sign contracts. A copy of *all* contracts must be submitted to the Accounting Department.
- Purchases over \$24,999 must be competitively bid unless the goods or services are found on the State Procurement list or evidence of a sole source is documented. The Chief Procurement Officer has responsibility for monitoring these bids for compliance with Chapter 30B.

Invoices can not be paid unless procurement procedures have been followed.

<b>Purchasing</b>
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Each department shall make purchases of materials, supplies and services for their own departments subject to certain approvals and bidding requirements. Purchases may be made by various authorized individuals in each department based on the following criteria:

- The purchase must be allowable in accordance with state statutes.
- An appropriation must be available to cover the purchase.
- A valid purchase order, where applicable, must be approved by the accounting office.
- Proper authorization from a department head must be obtained.
- Where applicable, bids will be obtained in accordance with state statutes.

All of the above criteria must be met prior to placing the order for goods or services.

Each department shall make all efforts to combine purchasing needs with other departments to seek the most favorable prices. The Town Accountant shall survey other Town Departments from time to time to develop group purchasing opportunities. Departments shall take advantage of the state bid list and such other cooperative purchasing agreements as are available to obtain the most favorable pricing terms.

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<sup>11</sup> For sample refer to Appendix page 41

<sup>12</sup> For sample refer to Appendix page 42

### **Purchase Orders**

Purchase orders will be prepared by the Town Administrator's Assistant upon request by the Department Head. Purchase orders are applicable for the following purchases:

- All purchases in the aggregate of \$1,000 or more even where a bid or contract is executed.
- Blanket purchase orders authorizing purchases of a particular nature from a specified vendor.
- When required by the vendor.

The authorizing signature and distribution of purchase orders will be made by the Department making the purchase. One copy will be sent to the vendor and one copy will be submitted to Accounting when the invoice is submitted for payment.

### **Purchase Agreements**

For purchases of equipment for which the vendor issues their standard purchase agreement, if the purchase is \$25,000 or more, the agreement must be directed to Town Counsel for legal review before execution.

### **Bid Requirements**

Bids will be made in accordance with Chapter 30B of the Massachusetts statutes. The statutes require at least three telephone requests for quotes for any purchase in the aggregate of \$1,000 up to \$25,000. The use of facsimile machines is encouraged to document this process. In any event, the specifications and responses including the contact person shall be retained in the files at each department for a period of at least six years. The documentation shall be made available to the Accounting office on request.

For purchases of \$25,000 or more, written bids or proposals are required except where exempt by statute or if they are materials bids. Bids or proposals must be publicly advertised and a Request for Proposal (RFP) or an Invitation for Bids (IFB) must be prepared by the purchasing Department Head and submitted to the office of the Town Administrator for approval. The Town Administrator will then forward the RFP or IFB to Town Counsel for legal review before publishing the document. The Chief Procurement Officer shall be responsible for assurance that all documents have been created and all requirements have been met for each bid. Copies of all bid documents including vendor responses, evaluations and award determinations shall be retained in the Office of the Town Administrator for a period of at least six years.

The purchasing Department Head should comply with the following instructions:

1. Determine what you need to buy. If you can reasonably expect your purchases for a particular service or good to be over \$5,000 or \$24,999 during the course of the fiscal

year, you should follow the relevant procurement procedures. For example, if you know you need 20 desks at \$300 each, you cannot buy them separately to avoid obtaining 3 quotes. Be sure you can justify, with a good business reason, the practice of small, frequent purchases from one vendor (e.g., fresh produce where availability and price fluctuate widely.)

2. Write a purchase description. This assures there is no discrepancy in what is told to each vendor from whom bids are solicited. Include:
  - a. Detailed description of time or service
  - b. Quantities required
  - c. Schedule of performance
  - d. Delivery terms
  - e. Payment terms
  - f. Insurance or other special requirements
3. Estimate the cost of your needs. This step only begins the process. The contract price, not your estimate, determines the procedure to follow. If you go through the phone quote procedure and the lowest bid is \$25,000, then you must do a formal bid. If, after investigation, the cost of the good or service is over \$5,000, you must obtain 3 phone quotes.
4. Solicit phone quotes or written quotes and document the information on the procurement data form by completing the applicable form, either *Purchases up to \$5,000*<sup>13</sup> or *Purchases \$5,000 - \$24,999*<sup>14</sup>.
5. The Town Administrator will assist the Department Head in negotiating any additional terms and conditions with the contractor or vendor that are not documented in the RFP or IFB after which a contract will be prepared. The Town Administrator will then obtain legal review of all contracts before execution and prepare two copies of a written contract signed by the vendor. All information from the purchase description (#2 above) will be included. Accounting needs notification of the award of a bid by submitting a copy of the executed contract.
6. A *Capital Acquisition and Disposition (CAD)*<sup>15</sup> form must be completed for purchases from \$5,000 to \$25,000 and submitted to the Inventory Administrator.<sup>16</sup>

The Town Administrator may, by written notification to the Board of Selectmen and Inspector General's office, delegate the duties of Chief Procurement Officer to the Town Accountant. In such cases the Town Administrator's office shall review bid documents to verify compliance with bidding procedures.

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<sup>13</sup> For sample refer to Appendix page 41

<sup>14</sup> For sample refer to Appendix page 42

<sup>15</sup> For sample refer to Appendix page 43

<sup>16</sup> The Town Administrator's Assistant fills this role.

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A log of all bids shall be maintained by the Chief Procurement Officer. The number and total dollar value of the bids shall be recorded. The number of bids reviewed for documentation at designated departments shall be recorded together with the results of such reviews. A report of the quarterly reviews shall be submitted to the Town Administrator for submission to the Board of Selectmen.

For specific bidding requirements refer to Chapter 30B of the Massachusetts General Laws and other publications issued by the Inspector General's office.

## **4.0 Payroll**

<b>Payroll Process Overview</b>
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- Each department must designate one contact person to accumulate payroll and compensated absence information. The department head or board/committee members are ultimately responsible for assuring that the procedures are followed as outlined in this chapter.
- Payroll must be approved and signed by the Department Head or the person immediately responsible for the appointment, promotion or transfer of the employees named on the time sheet. Signature stamps cannot be used.
- Payroll periods run from Sunday to Saturday. Timesheets for the pay period ending Saturday must be completed and delivered to the Town Accountant by 5:00 p.m. on Thursday. If Thursday is a holiday, the deadline is 5:00 p.m. on Wednesday. Payroll is performed on a biweekly basis<sup>17</sup> and checks are available for distribution to all departments on the following Thursday.
- Changes to the set-up of the current week's payroll must be submitted to the accounting department by Wednesday morning of the current pay week. These changes include adding an employee to a department, adding or adjusting pay rates and deductions, changing personnel data etc. Any changes not received in payroll by the deadline will be processed the following week.
- No changes can be made to an employee's payroll without proper authorization and notification to the Town Treasurer. Withholding changes require employee authorization. For other payroll changes see the Town Treasurer.

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<sup>17</sup> Most salaried management is paid only once a month.



**Procedure for Completing Payroll Time Sheets**

1. Accumulate employee time and attendance records according to individual departmental procedures.
2. Complete time sheets. Include the number of hours worked each day, as well as the type of hours worked each day, e.g. holiday, sick, vacation, overtime, etc. A general time sheet is available from the Town Administrator.
3. Rates of pay (if applicable) and the total dollar amount or biweekly salary for each individual.
4. Include the total amount to each appropriation account at the bottom of the timesheet.
5. A separate time sheet may be used for overtime hours and unusual or infrequent pay. This includes such things as retroactive pay adjustments, police extra detail, overtime, longevity, etc.
6. If paid time off occurs after the time sheet has been submitted (e.g. payroll submitted Thursday at 5:00 p.m. and then Friday afternoon employee left sick), the correction should be called into the Town Accountant immediately and the hours should be reported on the next week's time sheet, including a note about the actual date of absence.
7. The Department Head must sign each *Payroll Sheet*<sup>18</sup>. Signature stamps cannot be used. Employees must sign the time sheet or payroll sheet.
8. Submit the original payroll sheet to Accounting according to the schedule outline in General Payroll Process. The original, signed time sheet must be maintained by the Town Accountant. If there is difficulty obtaining a signature, send/fax a copy to the Town Accountant to process the payroll timely. Send the original when the signature is obtained. Notify the Town Accountant if an extended delay in obtaining a signature is anticipated. Signature stamps cannot be used.

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<sup>18</sup> For sample refer to Appendix page 45

## 5.0 Reimbursements

### Employee Expenses

#### Purchases

When an employee purchases a product needed by the Town and it is impractical or the vendor will not invoice the Town, the employee may submit the original receipt for reimbursement. Such purchases must be made with the approval of the Department Head and with no sales tax charged or the employee must bear that expense since the Town is tax exempt and will not make reimbursements for sales tax.

#### Long Distance Charges and Cell Phones

The Town will reimburse an employee for the use of their personal telephone when used for performing Town business. A copy of the detailed phone bill with the Town-related calls designated must be submitted.

Cellular phone invoices should be reviewed for accuracy by the Board of Selectmen or their designee for payment. Any discrepancies, errors or fraudulent use should be documented and dealt with appropriately and effectively with the employee and Department Head.

The Town recognizes that occasional personal use of cellular phones may be necessary. Employees that may be issued cellular phones will reimburse the Town for occasional personal use as follows: The Town will pay the maximum monthly minutes. The employee will pay for any minutes and charges over the contracted monthly amount (minutes or dollars). Additionally, other direct costs associated with personal calls (i.e., directory assistance, long distances, etc.) will be the direct responsibility of the employee<sup>19</sup>.

### Mileage and Travel

#### Mileage Reimbursement

The Town will reimburse employees for miles they travel in their personal vehicles while performing Town business. The Board of Selectmen has determined that the reimbursement rate will correspond with the Internal Revenue Service mileage rate. The Town Accountant notifies the Department Heads whenever the IRS mileage reimbursement rate changes.

To receive reimbursement for mileage, the employee must submit a completed *Mileage Reimbursement*<sup>20</sup> form.

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<sup>19</sup> Refer to the Personnel Policies for further details.

<sup>20</sup> For sample refer to Appendix page 46

## **Travel Reimbursement**

As a matter of policy, the Town of Ashby encourages participation by its senior management staff in their professional associations' annual, national conferences. Such participation is beneficial to the employee in terms of promoting their professional growth and development. The community benefits through the introduction of new ideas and techniques for improving customer service that are often learned at conference workshops,. The networking process and the related exchange of information with a manager's peers from across the county is another potential benefit for the community.

Sometimes, out of state travel is required. The Town expects to be responsible for the expenses and ensure that the cost of such travel is maintained at the lowest reasonable level. In order to meet this goal, Out-of-State travel guidelines have been established for all employees.

## **Out-of-State Travel Guidelines**

These guidelines should be followed to implement the out of state Travel Policy as it pertains to the categories listed below.

- Length of Stay
- Meals
- Hotel Rooms
- Room Service
- Phone
- Gratuities
- Air/Automobile/Train/Bus Transportation to the Conference
- Ground Transportation at the Conference
- Spouses or Significant Other
- Cancellations
- Stay before and after the Conference
- Payment
- Up-front Funds
- Budget Request

**Length of Stay**

The length of your stay is limited to the length of the Conference and will include arriving the night prior to the commencement of the Conference. Additionally, a Saturday night stay-over is permitted if it will provide an overall, less expensive cost for the Conference. The items that need to be reviewed to determine the least expensive cost are: hotel, transportation to the Conference and meals. The maximum stay at any Conference is five (5) nights. If circumstances require a longer stay, pre-approval must be obtained from the Town Administrator. In making your reservation, please consider geography and common sense regarding the length of your stay.

**Meals**

The maximum food allowance is \$45 per day. If unusual circumstances require additional funds, they would need to be approved by the Town Administrator. Original receipts for up to \$45 per day are required for reimbursement rather than up-front payment.

The allowance amount was arrived at using the following estimates:

Food Calculations

Breakfast	\$10
Lunch	\$15
Dinner	\$20

Daily meal allowance is for the employee only. Spouses and significant others must be paid for separately.

Remember, you are not required to spend the entire allowance.

No reimbursement for alcohol or tobacco is allowed.

**Hotel Room**

The employee is responsible for paying the difference between the room rate for a single and the room rate for a double when a spouse or significant other attends the Conference.

**Room Service**

In normal circumstances, room service is not reimbursable for food. In no instance will reimbursement be made for movies, laundry, snack food, etc.

**Phone/Fax Calls**

All Town-related phone calls and fax transmissions will be reimbursed.

Personal calls – One phone call home, per day, will be reimbursed. The maximum length of the call is ten minutes. If there are extraordinary circumstances, the additional cost must be approved by the Town Administrator.

You should investigate the use of a phone card for your trip.

**Gratuities**

Gratuities to cover ground transportation, food service and baggage handling will be provided. This amount should be provided for in your budget request and not exceed the per day maximums.

Amounts should not exceed the following:

Taxi	Fifteen (15) percent
Bags	One Dollar (\$1) per bag
Meals	Seventeen (17) percent

Taxi receipts would be preferred.

Travel to the Conference is permitted on the day prior to the beginning of the Conference.

**Ground transportation for the Conference**

Generally, no more than \$125 will be allowed for ground transportation unless you can document that there is an advantage. Four nights' parking at the airport may be less expensive than round trip ground transportation to the airport. Receipts are required for reimbursement.

The maximum amount that will be allowed for ground transportation, at the Conference, is \$125.

Car rental will be allowed up to \$30 per day only with the specific approval of the Town Administrator. Most conferences do not require car rentals.

**Spouse or Significant Others**

Expenses associated with spouses, other family members, or significant others will not be paid for by the Town.

**Cancellations**

Cancellation Insurance should be investigated for transportation plans. It is recommended that each individual review cancellation policies as they pertain to hotel and registration deadlines.

**Stay before and after the Conference**

Stay before and after a Conference is permitted as vacation leave.

Any associated cost with a stay before or after the Conference is the responsibility of the employee.

**Payment**

It is recommended that individuals use charge cards to cover expenses and then submit a reimbursement claim upon their return.

If you pay in advance, you will be reimbursed once you submit the appropriate documentation to the Accounting Department.

**Advance Funds**

Funds will only be advanced for ground transportation and meals, if requested.

Receipts are required to be submitted to the Accounting Department upon your return for ground transportation and if the \$45/day food option is chosen.

**Use of Cellular Phones and Reimbursement**

**Purpose**

The purpose of this policy and its procedures is to provide guidelines to employees regarding the use of Town-issued cellular phones required for the purpose of conducting Town business and to provide for procurement processes and reimbursement procedures. Any employee who has been assigned a cell phone must sign a *Cellular Phone Use Acknowledgement*<sup>21</sup> form.

**Invoice Review and Payment**

Cellular phone invoices should be reviewed for accuracy by the Board of Selectmen or their designee for payment. Any discrepancies, errors or fraudulent use should be documented and dealt with appropriately and effectively with the employee and Department Head.

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<sup>21</sup> For sample refer to Appendix page 47

The Town recognizes that occasional personal use of cellular phones may be necessary. Employees that are issued cellular phones will reimburse for occasional personal use as follows: The Town will pay the maximum monthly minutes. The employee will pay for any minutes and charges over the contracted monthly amount (minutes or dollars). Additionally, other direct costs associated with personal calls (i.e., directory assistance, long distances, etc.) will be the direct responsibility of the employee.

### **Use of Town Owned Vehicles**

As a rule Town owned vehicles are not to be used for personal use. The exceptions include certain public safety vehicles such as police cruisers as covered in the following section.

<b>Police Cruiser Programs</b>
--------------------------------

The Police Department has implemented an assigned cruiser program in which full-time police officers are assigned a cruiser for their exclusive use. The International Association of Chiefs of Police has cited many benefits of this type of program to the officers, the agency and the community. The main benefits are that cruisers are better maintained and have increased longevity.

Officers that live in town are permitted to take their cruisers home to drive to and from work. This results in increased police presence throughout the town and faster response time when officers are called back to duty at odd hours.

<b>Other Town Vehicles</b>
----------------------------

Other vehicles that may be needed for public safety purposes may be driven home to be available for use if called for such as the highway pick up trucks, however they may not be used for errands and other personal reasons.

## **6.0 Year End Encumbrances**

At the end of the fiscal year which is June 30<sup>th</sup> there may be funds in certain accounts that are committed to a specific purchase (by purchase order), service (by service agreement), or project (by contract). Under these circumstances with the associated documentation, those unexpended funds may be encumbered.

Funds may also be encumbered if they are the result of a Town Meeting warrant article for a specific purpose, usually a capital purchase or project.



## **7.0 Accounting Records**

<b>General Ledger</b>
-----------------------

The Town shall maintain a general ledger consisting of various funds and account groups in accordance with the Commonwealth of Massachusetts Revised Uniform Municipal Accounting System (UMAS).

Each fund shall consist of a balance sheet with revenue and expenditure control account, a revenue ledger and an appropriations ledger.

A chart of accounts shall be maintained by the Accounting office for all balance sheet, revenue and expenditure accounts. Such chart of accounts shall be in accordance with the UMAS structure and such budgetary needs as determined by the various boards and department of the Town.

Receipts, vendor payments and payroll are entered into the general ledger through other modules. The Accounting office shall have sole authority to post to the general ledger based on data transmitted from the other modules. The Accounting office shall edit such transmissions prior to posting into the general ledger.

Journal entries shall be posted into the general ledger by the Accounting department for the following types of transactions:

- Commitments for various receivable accounts.
- Abatements to various receivable accounts.
- Transfers to tax lien and tax title accounts.
- Transfers and transactions between funds.
- Re-allocations of expenditures between accounts.
- Entry of the annual budget, budget transfers, supplemental appropriations.
- Transfer from deferred revenue to revenue accounts.
- To establish fund balance reserves, encumbrances and other designation.
- Error corrections subsequent to posting.
- Year end closing and audit entries.

Each journal entry shall be numbered, dated and contain a narrative description of the purpose of the entry. The supporting documentation shall contain reference to the journal entry. All journal entries shall be approved by the Town Accountant or the Assistant Town Accountant in his or her absence. Copies of such entries shall be maintained in a journal for future reference. Copies of all journal entries impacting on a departmental budget or account shall be submitted to that department indicating that their accounts have been affected.

The general ledger accounts shall be reconciled as follows:

- All cash accounts shall be reconciled to the Treasurer's office on a monthly basis by the 20<sup>th</sup> of the following month and a report of such reconciliation shall be given to the Town Administrator identifying any differences and proposed adjustments to correct the difference.
- All receivable accounts shall be reconciled to the Collector's office on a monthly basis and a report of such reconciliation shall be provided to the Town Administrator. The report shall show each receivable account by levy year for property and excise taxes and total balances for tax title and lien accounts.
- Revenue and expenditure accounts shall be reconciled to the control accounts. This is performed automatically by the computer but should be periodically checked to assure that there are no system errors.
- Deferred revenue accounts for all funds shall be reconciled to the receivable accounts on a monthly basis.
- Payable and payroll withholding accounts shall be checked periodically and not less than semi-annually to determine that the balances are properly clearing.
- Budget accounts for revenue and expenditures shall be revised monthly to identify any unusual activity or predict potential budget shortages. Any such potential shortages shall be reported to the Board of Selectmen through the Town Administrator.
- All funds should be checked to be sure they are in balance including school accounts and grants.
- Balances in special revenue funds (including school grants) shall be reconciled to data maintained in other departments, where applicable, not less than quarterly.
- Interfund transfers and receivable/payable accounts shall be reconciled where applicable.
- Appropriation balances shall be reconciled to the tax recap and Town Meeting minutes.
- All accounts shall be reviewed analytically from time to time for reasonableness and to identify unusual activity.

The Accounting office shall have sole access to the general ledger for the purpose of making entries into the ledgers. Other departments may have inquiry access as necessary to assist in managing their activities.

<b>Reports and Corrections</b>
--------------------------------

The Accounting office shall distribute expenditure reports to the various departments and boards on a monthly basis. In addition, reports will be distributed to the Selectmen through the Town's Town Administrator on a monthly basis. Each department is responsible for making the appropriate report distributions within their own department.

The monthly reports will be on a line item basis with detail provided upon request. Any revisions shall be made by submitting a journal entry request to the Accounting department. The Accounting department shall make changes only through journal entry listing the reference and reason for the entry.

No changes to a payment will be made after the warrant is printed except by an approved journal entry. The Town Accountant will approve all journal entries.

Departments shall have the responsibility to review reposts and promptly bring errors or questions to the attention of the Accounting office. Reports shall be reconciled monthly, where applicable, to other records or information retained by the individual department. Any differences shall be promptly reported to the Accounting office.

<b>Year End Closing</b>
-------------------------

The Accounting office shall coordinate with the other departments and in particular the Collector and Treasurer to assure a proper end of year cut-off.

Detail receivable lists shall be run for all receivables and the timing of commitments and receipts coordinated with the Accounting office. No entries for commitments, receipts, abatements or other adjustments shall be entered into the accounts receivable system for the new year beginning July 1<sup>st</sup> until year end detail reposts are run (normally two to three days after year end).

Credit balances must be identified and investigated. If they are not part of the detailed reports they must be summarized for comparison to general ledger accounts. Tax title records, shall be summarized and listed by taxes, liens, betterments, interest and costs.

The Treasurer/Collector shall advise the Town Accountant of the last receipt entries posted into the collections system and included in deposits for the closing fiscal year. Deposits shall be made by noon of the next business day subsequent to year end closing. Any unposted items for unidentified receipts must be resolved and posted prior to closing.

Departments shall be given instruction for the deadline of submission for all bills payable out of the fiscal year about to be closed. The deadline for all encumbrance and carry-over balances shall also be established.

Encumbrances may be made for any purchase commitment that has been appropriated but not completed at the end of the year. The encumbrance shall be supported by a purchase order or contractual agreement executed prior to the close of the fiscal year. Carry-overs are automatic for any special articles for projects that have not be completed by the end of the fiscal year.

Prior to closing, trial balances shall be printed and reconciling procedures as described above shall be applied to all accounts. Year end closing entries to fund balance accounts shall be made where appropriate. Other adjustments shall be made as necessary and final trial balances of all accounts shall be printed.

Year end reports shall be distributed to all boards and departments for their review. The detailed general ledger shall be compared to the trial balances for consistency. The detailed general ledger and supporting trial balances shall be retained in the Accounting office for future reference. In addition, back-up of the complete data files shall be retained.

Finally, copies of the balance sheets, revenue and expenditure reports for all funds shall be printed and retained in a binder.

## **Billings**

The Town generates bills for various revenue sources. The bills are posted to and maintained on receivable systems as part of the Town's computer system. The types of bills maintained on the computer system include:

- Real and Property Taxes
- Motor Vehicle and Other Excise Taxes
- Police Outside Details

There are other services that may be billed manually but are not maintained on the Town's receivable system. These include various departmental receivables.

### Real Estate and Personal Property Taxes

Real and personal property tax bills are based on valuation data created in the Assessor's office. The valuation data is transferred to the receivables system by data processing. The receivables system generates the tax bills. A commitment is prepared based on the tax bills printed by data processing.

The Collector's office should prove the total of the bills to the commitment prior to mailing. This can be accomplished by comparing the total amounts from the billings summary to the commitment report.

The following quarterly dates shall be recommended for the generation and mailing of real estate tax bills.

- 1<sup>st</sup> quarterly bills shall be mailed by June 30<sup>th</sup>.
- 2<sup>nd</sup> quarterly bills shall be mailed by September 30<sup>th</sup>.
- 3<sup>rd</sup> quarterly bills shall be mailed by December 31<sup>st</sup>.
- 4<sup>th</sup> quarterly bills shall be mailed by March 31<sup>st</sup>.

The following quarterly dates shall be recommended for the generation and mailing of personal property tax bills.

- 3<sup>rd</sup> quarterly bills shall be mailed by December 31<sup>st</sup>.
- 4<sup>th</sup> quarterly bills shall be mailed by March 31<sup>st</sup>.

Quarterly tax bills shall be due and considered delinquent at the following dates:

- 1<sup>st</sup> Quarter on August 1<sup>st</sup>
- 2<sup>nd</sup> Quarter on November 1<sup>st</sup>
- 3<sup>rd</sup> Quarter on February 1<sup>st</sup>
- 4<sup>th</sup> Quarter on May 1<sup>st</sup>

Interest at the rate of 14% shall be charged on all real estate and personal property bills paid after the delinquency date. Demand notices shall be mailed on any unpaid bills after May 1<sup>st</sup> and shall

be mailed by May 15<sup>th</sup>. The demand notice shall include accumulated interest, a \$5 demand fee and such other costs and fees as allowable under statutes.

Every effort will be made to collect unpaid demand bills and the Collector's Office shall:

- Assign unpaid Personal Property accounts to the Deputy Collector for collection by warrant.
- Transfer subsequent tax title balances to the Town Treasurer by June 30<sup>th</sup> of each fiscal year.
- Mail the Notice of Advertising letters and publish the unpaid parcel list (with final payment deadline), so tax title accounts may be transferred to the Town Treasurer by January 1<sup>st</sup>. Tax title liens shall consist of the original tax, demand fees, accumulated interest and other costs allowable by statute.

The Treasurer's office shall maintain a receivables listing of tax titles by year of taking and shall maintain control accounts summarizing monthly transactions to the tax title accounts. The detailed balances of the listing shall be compared to the control accounts at least quarterly one of which is at the close of the fiscal year.

### **Motor Vehicle Excise**

Motor Vehicle Excise bills are created from magnetic tapes provided by the Commonwealth of Massachusetts. The 1<sup>st</sup> billing of a fiscal year shall be mailed no later than April 15<sup>th</sup>. Subsequent billings are made throughout the year based on data provided by the Commonwealth. Bills shall be mailed within 15 days of receipt of the data from the Commonwealth.

Demand notices will be mailed within 5 days after the due date of the excise bill and shall include a \$5 demand fee. Interest accrues at the rate of 12% after the due date.

During the next 90 day period, the Town shall make every effort to collect past due accounts including issuing warrant notices and service warrants, and marking remaining unpaid accounts at the Registry of Motor Vehicles. The Town may engage an outside Deputy Collector for this process where beneficial.

### **Duplicate Tax Bills**

A request form shall be filled out and submitted to the Collector's office for the issuance of duplicate tax bills or any electronic or magnetic file transmission of tax bill data.

The Collector's office shall be responsible to receipt the payment for such duplicate tax bills. The Collector's office shall maintain a file of all vendors seeking such services and shall correspond from time to time with the vendors regarding requests and files sent.

## Receipts and Collections

Receipts are brought into the Treasurer and Collector's office through various means.

- Through the mail
- Over the counter
- Lock box at banks
- Departmental turnovers
- Electronic transfers directly to bank accounts

There are two primary ways of processing receipts depending on whether they are committed receivables or receipts for other accounts. Receipts for committed receivables are primarily scanned through the system. On occasion receipts are not transmitted with a scannable document included.

Receipts that are not committed are processed through separate batches. When processed, a determination needs to be made as to whether the receipt is a committed receipt to be processed through the receivables system or a receipt to be processed for entry into the accounting system.

Receipts that are subject to interest, demand and other costs shall be applied based on the following priority basis.

1. Interest, costs and demand fees.
2. Utility liens and tax titles.
3. Real estate or personal property tax balance.

## Mail Receipts

The clerk opening the mail shall first compare the amount transmitted to the accompanying documentation to verify if the amounts agree. Any differences should be noted at that time. Receipts obtained through the mail must be sorted as to committed receipts and other receipts. The money shall be separated from the transmittal documents and batched. The money will be placed into the cash drawer and the transmittal documents placed aside to be processed. All documents which are scannable shall be scanned and the remaining documents manually entered into the system and applied to the proper accounts.

Lock Box Receipts

The Treasurer and Collector's offices receive information from the banks related to the lock box activity which includes a listing of the accounts posted, the amount deposited and any receipts that were not properly scanned into the system.

The Collector's office shall edit this information and post any activity not scanned into the system. This process should be performed daily.

Bank Accounts

All Town money shall be deposited and maintained by accounts in the custody of the Treasurer. The bank accounts shall be established in banks that meet the highest rating standards using the triple green rating as determined by the Veribanc service or a similar rating company.

Bank balances need not be full insured or collateralized as long as the depositories meet the rating standards although accounts should be collateralized and insured to the maximum amount feasible.

Town money may be invested to provide the maximum investment rate using the guidelines and criteria established by state statute or by Town policy if such policy is established.

The Treasurer shall maintain separate accounts for designated depository accounts, zero balance accounts for vendor and payroll and such other separate accounts as may be established by state statute or grant agreements. All other Town monies shall be pooled to obtain the maximum interest possible.

Certain cash balances are required to retain their own interest in accordance with state statutes or grant agreements. This is a requirement even if the funds are pooled with other money to maximize investment earnings. The Treasurer's office shall keep track of such earnings and credit the proper accounts as necessary. In the absence of specific requirements, all investment earnings are credited to the general fund.

Warrant Processing

Warrants are submitted by the Accounting department to the Treasurer's office.

The system produces a check register for each warrant. The register shall be compared to the warrant to determine that all payments have been accurately processed.

The signature plate shall be retained in a locked and secure location. Access to the signature plate shall be given only to authorized individuals in the Treasurer's office.

One copy of the check register shall be retained in a file for future reference. One copy will be retained in the Accounting office.

Payroll Processing

Payroll is maintained by the Treasurer's office. The system maintains a data base of employee information used to create the payroll. The data base consists of such items as pay rates, marital and deduction status, eligible employment benefit deductions and sick and vacation time eligibility. Entries into the data base shall be made by Treasurer office personnel only based on written information.



Payroll information is submitted by each department bi-weekly. Payroll forms submitted should include the hours worked<sup>22</sup>, vacation, sick or other benefit time, and be signed by the employee and the Department Head.

The Treasurer's department shall run edit reports for payroll and compare the data to that expected to be generated based on the data provided by the departments.

Voided and Manual Checks and Checks Returned for Insufficient Funds
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Checks may be voided from time to time due to various reasons. Checks may be replaced for voided checks that have already gone through the warrant process without further approvals.

Checks that are voided and not replaced shall be added back to the cash book as if they were receipts from outside sources. The account charged for the original check shall be credited for the amount of the voided check. If a check is voided related to a prior year the amount shall be taken in as miscellaneous receipt.

A log shall be kept of voided checks listing the date and check number. The voided checks shall be retained where possible.

Manual checks shall be written from time to time where replacing a voided check or where loading and running computer checks is not practicable. Manual checks shall be subject to the same approval process as are computer generated checks.

Manual checks shall be written from a unique check numbering sequence so as to not be confused with the numbering sequence of computer generated checks. A register of all manual checks shall be maintained and check number sequence accounted for. Manual checks shall be entered into the computer system at the earliest opportunity.

When checks are returned for insufficient funds the Treasurer shall re-deposit the checks to see if they will clear. If they do clear the payer shall be contacted to reimburse any returned check charges incurred by the Town. In the event that the check is returned a second time the Treasurer shall notify the payer that their check has been returned and shall notify the Town Accountant. If no receivable account is applicable, one shall be created. The returned check charge shall be added to their receivable account. The returned check charge shall be added to their receivable account. The returned check shall be sent to the appropriate department for collection.

Cash Reconciliations
----------------------

The Treasurer shall maintain a cash book which lists the activity for each bank account. Activity includes receipts, warrants and transfers between accounts.

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<sup>22</sup>Not applicable to salaried employees.

The receipts shall be entered from the log which ties out to the transaction edits discussed earlier. Warrants shall be entered from the warrant book retained in the office. Transfers between accounts must always be in balance and reflect both the accounts transferred from and to.

Each account shall be individually reconciled to the bank balance on a monthly basis. Such reconciliation shall be completed by the 15<sup>th</sup> of each month. The reconciliation's shall also include the vendor and payroll accounts even though they are zero balance accounts. The balance in the bank must equal the outstanding checks at the end of any month.

The Treasurer shall also reconcile cash with the Accountant's office. For this purpose a monthly schedule will be prepared which lists the balance at the beginning of the month in total, the receipts, the warrants and the balance at the beginning of the month in total, the receipts, the warrants and the balance at the end of the month. This schedule shall be submitted by the 15<sup>th</sup> of each month. Transfers need not be listed as they do not affect the total balance.

The beginning and ending balances should reflect all bank accounts including trust funds. Receipts should tie out to the receipts log of receipt edits and the warrants shall agree with the warrant book. A copy of the schedule shall be provided to the Town Accountant on a monthly basis.

The schedule shall contain a list of any checks outstanding for 60 days or more and recommended action to be taken to clear them. The schedules shall be accompanied by the detailed account reconciliations complete with copies of bank statements and details of reconciling items. Copies of the bank statements shall be provided to the Town Accountant quarterly for verification.

Accounts shall be reconciled by the 20<sup>th</sup> of the month subsequent to the one being reconciled.

Receivable Reconciliations
----------------------------

The Collector's office shall maintain control accounts by levy year for all receivable accounts maintained on the Town's computer system. The control accounts shall consist of the following items:

- Balance at the beginning of the month
- Commitments
- Receipts
- Abatements
- Refunds
- Adjustments
- Balance at the end of the month

The control account activity for all receivable accounts shall be submitted to the Accounting office on a monthly basis.

Any differences in the receivable balances shall be investigated and a copy of the receivable reconciliations shall be provided to the Selectmen through the Town Administrator.

Periodically, and not less than quarterly, the Collector's office shall cause a detailed receivable list to be printed of all prior year receivable accounts by levy year for taxes and excises and in total for current year taxes. One of these lists shall be printed at June 30, the close of the fiscal year.

A detailed list of credit balances shall be printed monthly, by levy year for all receivable accounts for property and excise taxes which are not maintained by levy year. All such credit balances shall be resolved by adjustment, correction or refund each month, or identified as prepaid amounts for the current year. Prepaid amounts for the succeeding year must be transferred to a separate account. A report of the disposition of credit balances shall be submitted to the Town Administrator on a quarterly basis.

The Collector's office shall compare the detailed list to the control account balances. If the balances disagree, a summary report of transactions shall be requested from Data Processing using the receivables data base as the source of information. The summary report activity shall be compared to the control account activity and differences noted.

Once the differences are identified a detail of transactions for that period will be printed from the same receivables data base. The detail from the receivable data base will be compared to the detail of the control account activity for the same periods and specific transactions will be identified and resolved.

Security
----------

The Treasurer and Collector's offices shall be secure to public access at all times. The door entering into the office shall be locked with entry permitted to authorized staff.

Confidential records, as well as overnight money storage, shall be maintained in a locked vault storage area.

## **8.0 Anti-Fraud Policy**

Cases of corporate fraud have flooded the news in the last several years (Enron, Tyco, etc.). In the private sector, funds taken fraudulently have bankrupted employee pension plans, caused company stock to plummet, etc. As a municipality, we have the larger responsibility, not only of protecting sensitive information of employees and vendors such as social security and tax ID numbers, but also of safeguarding cash collected and maintaining accurate, balanced records of those collections<sup>23</sup>. We need to protect our “stockholders”...the citizens of Ashby!

Here are some practical guidelines regarding how fraud can be prevented, as well as the procedure to follow should fraud be suspected.

- Treat your pay stubs and W-2 forms, which contain personal information about you, as though they were “cash”. Do not leave them lying around where others can see them or take them.
- Treat Town records for which you are responsible with the same care you would your own personal records. Any documents containing any sensitive information should be stored in a secure area (a locking file cabinet for example).
- Do not share computer passwords. Keep your passwords to yourself, change them regularly and if you think an unauthorized person has signed into your computer; notify the Town Administrator immediately.
- NEVER discuss other employees or citizens’ personal information, problems, etc. in the hallways or any other place they could be overheard. This is common courtesy, as well as good common sense.
- For departments that collect revenue, especially those remote sites separate from the Treasury function, the following safeguards should be in place:
  - Duties of authorizing, recording, maintaining records, and reconciliation should be segregated among different employees wherever possible.
  - Daily collections must be reconciled to the deposit and deposits should be made daily with the Treasurer’s office.
  - Cash payment in excess of \$10 will not be accepted at remote sites from the Treasury. If customer cannot make a check payment, they must be sent to the Treasury to complete their cash transaction.
  - Reconciliation of departmental collections with the Town Accountant’s office general ledger must be performed in a timely manner.
  - If any checks collected after the daily deposit is made must be held in the off site location over night, physical security procedures must be followed. These checks, and any record related to their collection, must be kept in a secure, locked location.
  - Collection records should be automated, not manual wherever possible.
  - Over payments will not be accepted for any reason, or under any circumstance.

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<sup>23</sup> The Anti-Fraud Policy is also a Personnel Policy.

*Town of Ashby Administration and Finance Policies and Procedures*

Please be advised that the Town Accountant's office may conduct unannounced audits of off site locations to ensure that the safeguards listed above are in place.

If fraud is suspected, act immediately. We need *you* to be conscientious and vigilant in the performance of your daily duties. If any situation occurs that does not seem normal or “just not right” and fraud is detected or suspected:

1. Trust your instincts.
2. Report the situation to your Department Head immediately.
3. The Department Head must immediately notify the Town Administrator’s office that a situation exists.
4. The Town Administrator will advise the Selectmen of the situation and conduct an internal audit if practical.
5. If necessary, law enforcement authorities will be contacted.

Your assistance in adhering to these guidelines helps to maintain an ethical business environment in the Town of Ashby where fraud at any level will not be tolerated.

**Appendix  
of  
Sample Forms**

*Town of Ashby*

SCHEDULE OF DEPARTMENTAL PAYMENTS TO TREASURER

No. \_\_\_\_\_ Dep't \_\_\_\_\_ Date \_\_\_\_\_

FROM WHOM	SOURCE	AMOUNT	TOTAL
Payee			
	Source of Revenue		
	Account #		

No. \_\_\_\_\_ Date \_\_\_\_\_

**To the Officer making the Payment:**

Received of \_\_\_\_\_, the sum of  
 \_\_\_\_\_ Dollars,  
 for the \_\_\_\_\_ ending \_\_\_\_\_, for  
 collections as per schedule of this date, filed in my office.

\_\_\_\_\_  
 TOWN TREASURER



Town of Ashby

SCHEDULE OF DEPARTMENTAL BILLS PAYABLE

*To the Town Accountant or Accounting Officer:*

The following-named bills of the \_\_\_\_\_ Department,  
 amounting in the aggregate to \_\_\_\_\_ Dollars,  
 have been approved by the \_\_\_\_\_, and you are requested to  
 place them on a warrant for payment.

Date \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
 (Title)

NAME	ADDRESS	AMOUNT	TOTAL
Vendor			
	Purpose of Expenditure		
	Account #		

**TOWN OF ASHBY**  
**PURCHASES UP TO \$5,000**

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Budget Line Item: \_\_\_\_\_

Purchase Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Quotes:                      Vendor #1      Date:\_\_\_\_\_ Time:\_\_\_\_\_ Price: \$ \_\_\_\_\_  
   Name: \_\_\_\_\_  
   Address: \_\_\_\_\_  
   Telephone: \_\_\_\_\_

Vendor #2      Date:\_\_\_\_\_ Time:\_\_\_\_\_ Price: \$ \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Vendor #3      Date:\_\_\_\_\_ Time:\_\_\_\_\_ Price: \$ \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Purchase Awarded to Vendor # \_\_\_\_\_ Total Dollar Amount: \$ \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOWN OF ASHBY**  
**PURCHASES \$5,000 - \$24,999**

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Budget Line Item: \_\_\_\_\_

Purchase Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Quotes: Vendor #1 Date:\_\_\_\_\_ Time:\_\_\_\_\_ Price: \$ \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Vendor #2 Date:\_\_\_\_\_ Time:\_\_\_\_\_ Price: \$ \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Vendor #3 Date:\_\_\_\_\_ Time:\_\_\_\_\_ Price: \$ \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Purchase Awarded to Vendor # \_\_\_\_\_ Total Dollar Amount: \$ \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach this form to the written quotes you received.

**TOWN OF ASHBY**  
**Capital Acquisition and Disposition Form (CAD)**  
*for Purchases from \$5,000 to \$24,999 for Inventory Purposes*

Acquisition / Disposal Date: <input style="width: 100px;" type="text"/>	Acquisition/Disposition <input style="width: 100px;" type="text" value="A / D"/>
Department: <input style="width: 250px;" type="text"/>	Budget Line Item <input style="width: 100px;" type="text"/>
Item Name: <input style="width: 250px;" type="text"/>	Grant Funded Y/N <input style="width: 100px;" type="text"/>
Description: _____	Donation (check box) <input style="width: 100px;" type="text"/>

**Quotes:** *List the purchase cost quoted or the disposal value offered for the item described for each vendor.*

<b>VENDOR # 1</b>	Name: _____ Phone# _____
	Address: _____
	Amount \$ _____ Date & Time of Quote _____
<b>VENDOR # 2</b>	Name: _____ Phone# _____
	Address: _____
	Amount \$ _____ Date & Time of Quote _____
<b>VENDOR # 3</b>	Name: _____ Phone# _____
	Address: _____
	Amount \$ _____ Date & Time of Quote _____

Awarded to Vendor #  Awarded by: \_\_\_\_\_

If the item to be disposed of has no value, briefly explain: \_\_\_\_\_

*All purchases \$5,000 to \$24,999 must be accompanied by this form and shall comply with M.G.L. 30B.  
 All items that are listed in a Department's Inventory Form (DIF) and disposed of must be reported on this form.*

Inventory Control Use Only	
Approved by Town Accountant _____	Date: _____
Inventory Analyst Data Entry _____	Asset Class Code _____
Useful Life based of Asset Type _____	Depreciation Adjustments _____
Notes: _____	





**TOWN OF ASHBY**  
**Employee Travel Reimbursement Log**

Employee Name  
 Department/Title

REIMBURSABLE EXPENSES	DAY, DATE	DAY, DATE	Total
	<i>(Sample)</i>		
	<i>Sunday, 8/17/03</i>		
<b>Destination -&gt;</b>	<i>Amherst, MA</i>		
<b>Purpose -&gt;</b>	<i>Training</i>		
<b><u>Mileage:</u></b>			
Stop Odometer	1014200.5		
Start Odometer	1014100.6		
Miles Traveled - ONE WAY	99.9	0	
X2 (RT)	199.8	0	
@Town Reimbursement Rate	\$ 116.88	\$	\$ 116.88
<b><u>Tolls</u></b> (Receipts Attached)	\$ 2.00		\$ 2.00
<b><u>Parking</u></b> (Receipts Attached)	\$ 24.00		\$ 24.00
<b><u>Meals</u></b> (Receipts Attached)			
Breakfast	\$ 6.50		
Lunch	\$ 5.25		
Dinner	\$ 17.10		
Meals Subtotal:	\$ 28.85	\$	\$ 28.85
<b><u>Telephone</u></b> (Receipts Attached)	\$ 0.36		
<b><u>Other</u></b> (Describe):			
<b>TOTALS:</b>	<b>\$ 172.09</b>	<b>\$ -</b>	<b>\$ 172.09</b>

## Cellular Phone Use Acknowledgement Form

- Employees who have Town-owned cellular phones and accessories are responsible for proper care of the equipment.
- Town-owned cellular phones and services should not be used when a less expensive method of communication is readily available.
- All Town-issued cellular phones and accessories are the property of the Town of Ashby.
- Employees may be financially responsible for loss, damage, or failure to return an assigned cellular phone.
- The use of cellular phones to transmit or receive inappropriate communication is strictly prohibited. Inappropriate communication includes, but is not limited to, discriminatory, hostile, suggestive, obscene, harassing, annoying, or otherwise unsuitable language and content.
- The assignment of a cellular phone to an employee may be withdrawn at any time at the discretion of the Department Head with approval by the Board of Selectmen or his/her designee.

### Personal Use of Town-issued Cellular Phones:

While cellular phones are provided to employees for the purpose of conducting Town business, the Town recognizes there may be occasional situations in which an employee needs to use such equipment for personal reasons. To provide for reimbursement of this periodic use the employee is required to reimburse the Town for any charges incurred above the monthly contracted amount (minutes or dollars). Additionally, the employee must pay for any direct costs related with the personal use, including, but not limited to, directory assistance and long distance charges.

I \_\_\_\_\_, understand that I will make monthly reimbursement to the Town at the end of each billing cycle. The Town will pay the maximum monthly minutes allowed, and I will pay any charges above the allowed amount of the monthly service plan (minutes or dollars).

### ACKNOWLEDGEMENT:

I hereby acknowledge that I have read and understand the Town's policy regarding the use of cellular phones, and I agree to all of the provisions specified in this Policy.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Printed Name of Employee

\_\_\_\_\_  
Department Head Approval

\_\_\_\_\_  
Date Signed