



Town of Newcastle Cash Receipts Policy

Purpose: To ensure the prompt deposit and proper safeguarding of Town funds.

Policy: It is the Town's policy to deposit cash receipts from the prior business day on the same day or the next business day following receipt. Cash receipts are considered to mean cash, checks, and money orders.

Procedure: The Treasurer, Deputy Treasurer, or other bonded office staff shall make the deposits in the bank. All deposits for the same day's activity shall be accounted for on an individual deposit slip and deposited in the same form the funds are received by the Town. If there are multiple day deposits, the deposit slips shall be dated to match the Trio daily audit report for the individual days that cash was collected. This will ensure that all deposits are made intact.

Oversight: In no case shall Town funds be taken from the Town Office except to the bank without the express consent of the Treasurer.

Check Acceptance: Payment to the Town of Newcastle will be accepted in the following forms only:

1. All personal checks must have name, address, and phone number printed or added.
2. Checks will not be accepted in those instances when a resident/taxpayer is within the 14 day foreclosure period. Only a local bank check or cash will be accepted.
3. Out of state checks are accepted if the conditions in #1 and #2 have been met.
4. All returned checks will carry a \$ 35.00 returned check fee and any applicable bank charges.

Credit or Debit Cards: The town of Newcastle accepts credit/debit cards for payment through maine.gov/InforME. When processing card payments, staff will require a signature on the credit card receipt that is retained for the daily audit. If payment is taken over the telephone, staff will write "per telephone" on the receipt and retain it for the daily audit.

In the case of non-sufficient funds (NSF), the Treasurer will collect a \$35.00 NSF fee along with the transaction fee.

Signed and approved on this 9th of December 2024



Karen Paz



Tor Glendinning



Thomas Kostenbader

Rufus Percy



Ben Frey

Legislative History:

02-08-2010 - Originally Adopted.

08-22-2011 - Amended.

12-09-2024 - Amended