

**Town of Canton and Canton Sewer Department
Accounting and Office Operating Policy**

This Policy is to outline the accounting and office procedures that are to be followed to ensure that all Town finances are processed in a timely manner.

- Cash receipts should be run and posted daily.
- Cash disbursement warrant for payroll will be done and approved by one Board member prior to the disbursement on every Wednesday.
- Cash disbursement warrants for operation of the Town will be done twice monthly to coincide with the Selectmen's meetings.
- Bank reconciliation will be done monthly after receipt of bank statements and balanced with Budgetary Account Status Report.
- Selectmen will be included in any decisions to close or open new bank accounts.
- Real and Personal Property taxes will be reconciled at least once per month. The Selectmen will review as requested.
- A balance sheet and expense and revenue report will be run on a monthly basis and presented to the Board of Selectmen on their first meeting of each month.
- All adjusting journal entries will be reviewed and approved by the Selectmen.
- Bank deposits will be done at least once a week.
- All payroll taxes will be collected and deposited in a timely manner and accordingly.
- All State reports will be done in a timely manner by their due dates and balanced.

The Treasurer may be asked to supply the Board with other financial request as needed.

This Policy is enacted at a regular and duly called meeting on this 14th day of November, 2013.



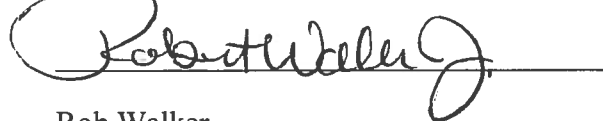
Shane Gallant – Chairman of the Board



Lisa Cummings – Co-Chair



Brian Keene



Rob Walker