

Township of Byram
Cash Receipts & Disbursements Policy
December 31, 2011

Cash Receipts

Each department who issues permits, licenses, or assesses fines or penalties shall do so in accordance with Fee Schedule (Ordinance) or Resolution adopted by the Mayor and Council of the Township of Byram. Departments collecting fees are, but not limited to, Planning & Zoning Board; Animal Control; Borough Clerk; Municipal Court; Construction Department; Police Department; Board of Health; Sewer & Tax Collection. The Municipal Court shall also be in compliance with the Statewide Violations Bureau Schedule promulgated by the Administrative Office of the Courts.

Receipts & Recordkeeping. Postal mail will be opened by the Finance Department, and all checks will be date stamped. Mail opened in the Police Department prior to distribution that contain checks will be immediately brought down to Finance for date stamp. Departments directly receiving checks will stamp with the date received. All departments handling the collection of monetary amounts shall issue receipts along with the appropriate permit or license to the payee. Departments will also be required to maintain an appropriate Cash Receipts Journal approved by the Chief Financial Officer (CFO). All receipts and journals shall be available upon request at any time from either the CFO or the Township auditors.

Deposits. All departments shall balance their cash receipts and prepare a deposit slip. Deposits will then be submitted in person to the Finance Office, where someone from the Finance staff will check the deposit and sign off as to receipts of funds. A signed copy of the deposit slip will be provided to the department at that time.

Any moneys collected by taxation, received from any source by or on behalf of any local unit or any board or department thereof shall, with 48 hours after receipt thereof shall be paid to the officer charged with the custody of the general funds of the local unit (Finance Department), pursuant to NJSA 40A:5-15. Said funds shall be deposited within 48 hours after receipt to the designated legal depository of the local unit.

Reporting. A Cash Receipt Report will be filed monthly with the CFO and the Township Manager no later than the 10th of the following month. The Finance Officer will then compare the Departmental Report to the cash receipts received for the month. If there are any differences, the CFO will contact the department for clarification.

Retention. All departments shall maintain financial records in compliance with the Division of Archive and Records Management (DARM). Records can be destroyed after a request is submitted to the DARM and is approved by the Department Head, the Township Auditor and the DARM.

Cash Disbursements

Cash Disbursements will be made in compliance with Local Budget and Procurement Laws.

All procedures are contained in the "Purchasing Manual – A Guide for Byram Township in the Preparation of Requests for Goods and Services," dated February 16, 2011, which was adopted by the Mayor and Council of the Township of Byram.