

Town of Hollis
Office of the Select Board
34 Town Farm Road, Hollis, ME 04042
Phone: (207) 929-8552 Fax: (207) 929-3686
Web Address: www.hollismaine.org

River Payne

Roger Hicks

Mike Seely, Sr.

POLICY #28

HANDLING OF FUNDS THROUGH THE RECREATION DEPARTMENT

All funds received through the Town Recreation Department will be processed and accounted for in the following manner:

1. Funds are received, receipted manually, and recorded in the program file at the Recreation Department.
2. These funds are to be recorded in an Excel Spreadsheet and then verified, counted and signed, by a second employee.
3. The funds are handed to the Town's Treasurer for deposit daily.
4. Accumulation of funds by the Recreation Department is not permitted.
5. The Treasurer verifies the count and signs a copy book for Recreation Department records.

Adopted: June 5, 2009

Amended: November 16, 2016



River L. Payne, Select Board Chair



Roger B. Hicks, Select Board



Mike Seely Sr., Select Board