

Town of Small Point-Adams's Cove RECEIPT AND DEPOSIT OF REVENUE POLICY

Policy # 005/2026

Date of inception:

Amendments:

OBJECTIVE:

The Town of Small Point-Broad Cove-Blackhead-Adam's Cove (the town) receives revenues a number of ways - in person at the town office, by mail, and by on-line payments made directly into the town's bank account. This policy ensures all revenues received are appropriately recorded in the town books and deposited in the town's bank account on a timely basis.

SCOPE:

This policy applies to the management and deposit of all town revenues received at the town office in the form of cash or cheques, either in person or by mail.

KEY PRINCIPLES:

- An official receipt is to be issued for all revenues received by the town.
- All cheques should be stamped or marked immediately upon receipt "For deposit only to the Town of Small Point-Adam's Cove."
- All receipts are to be deposited intact, that is, no funds may be deducted from the deposit.
- Deposits to the bank will normally be made weekly and each month end, or as otherwise deemed necessary by the Town Clerk.
- Bank account(s) to be reconciled monthly.

This regulation was passed and adopted by council on

Date: Feb 10, 2026

Signed: 

Policy # 005/2026