

**MUNICIPALITY OF THE COUNTY OF**  
**ANTIGONISH**

<b>TOPIC:</b>	<b>Cheques, Cash Receipts, and Deposits</b>
<b>POLICY NUMBER:</b>	<b>9</b>
<b>DATE APPROVED:</b>	<b>February 21, 1989</b>
<b>DATE REVISED:</b>	

**CASH RECEIPTS**

1. All cheques are to be stamped with the deposit stamp when received.
2. No personal, or payroll cheques are to be cashed unless a payment is being made on an account.
3. Cash drawers are to be locked and key removed when not in use.

**SIGNATURE STAMPS AND CHEQUES**

1. All signature stamps are to be kept in the safe when not being used.
2. All blank cheque forms are to be kept in the vault when not being used.
3. All cheques over \$10,000.00 require two (2) signatures and may not be stamped with a signature stamp.

**DEPOSITS**

1. Deposits will be made daily when funds on hand exceed \$10,000.00 total.
2. Deposits will be made every Friday regardless of amount on hand.
3. Deposits will be made on the first business day of each month containing all funds received to month end cut-off, regardless of amount.