

TOWN OF HAVERHILL  
BANK DEPOSIT POLICY

The following policy will be followed in depositing the funds for the Town Clerk and Tax Collector for the Town of Haverhill:

1. Bank deposits will be completed by the Town Clerk and Tax Collector prior to 2:00 P.M. and put in a locked bank bag.
2. An Officer from the Police Department will take possession of the deposit bag in the office of the Town Clerk and/or Tax Collector upon notification that the deposit is ready.
3. The Officer receiving the bag will sign a log when he/she picks the bag up from the Town Clerk and/or Tax Collector.
4. The accuracy of the bank deposit is the responsibility of the Town Clerk and Tax Collector; the Officer is only responsible for transporting the bag to the bank.

Revised 10/26/94  
Approved 11/7/94