



Agenda Item Summary Sheet

Item No: **F-7**
Meeting Date: **July 1, 2020**

Item Title: Consideration of updated Cashier Policy

Item Summary:

Attached please find an updated Cashier Policy provided for your review and approval at the July 1st Board of Commissioners meeting. The following modifications are being requested:

- 1) The name was changed to Cashier, not Central Cashier, to reflect the job description.
- 2) Removed requirement that only cashier could accept payments in order to provide coverage when cashier is away from desk.
- 3) Included different forms of payment accepted by the cashier including debit and credit cards and e-checks. The Town is PCI compliant in accepting these types of payments.

Number of Attachments: 1

Specific Action Requested:

Updated Policy provided for Board review and approval.

Submitted By: Administration

Date: June 24, 2020

Finance Officer Comment:

No unbudgeted fiscal impact.

Signature: Amy Miller

Date: June 24, 2020

Town Attorney Comment:

N/A

Signature: John Leidy

Date: June 24, 2020

Town Manager Comment and/or Recommendation:

Signature: Greg Sparks

Date: June 24, 2020