

**TOWN OF RICHMOND  
FINANCE POLICIES  
INDEX**

**GENERAL**

**Approved**

- |  |                                   |
|--|-----------------------------------|
| 1. Code of Ethics                                | 08/19/19                          |
| 2. Personnel Guidelines                          | 05/07/18                          |
| 3. Fraud and Other Similar Irregularities        | 05/07/07                          |
| 4. Identity Theft Prevention                     | 2009                              |
| 5. Conservation Reserve Fund                     | 07/18/05                          |
| 6. Accounting, Auditing, and Financial Reporting | 10/19/15                          |
| 7. Debt Management                               | no date on policy, need to revise |
| 8. Unassigned Funds                              | NEW POLICY TO BE WRITTEN          |
| 9. Electric Vehicle Charging Station             | NEW POLICY TO BE WRITTEN          |

**CASH**

- |  |          |
|--|----------|
| 10. Cash Receipts & Petty Cash   | 10/19/15 |
| 11. Credit Card  | 08/02/21 |
| 12. Drawdown and Reimbursement Request<br>(Revolving loans, grants, FEMA claims) | 08/02/21 |
| 13. Investment and Banking   | 08/02/21 |
| 14. Bank Reconciliation  | 08/02/21 |

**PURCHASING & PAYMENT APPROVALS**

- |  |  |
|--|--|
| 15. Warrant General                        | 08/02/21                                       |
| 16. Warrant Water                          | NEW POLICY WAITING FOR APPROVAL                |
| 17. Warrant Library                        | NEW POLICY WAITING FOR APPROVAL                |
| 18. Warrant Emergency Transfer             | 08/02/21                                       |
| 19. Municipal Purchasing                   | 02/01/21                                       |
| 20. Accounts Payable                       | No date or signature. Waiting for new approval |
| 21. Grant Management & Uniform Procurement | 12/19/19                                       |
| 22. Fiscal Year End Invoice                | 08/02/21                                       |

**BILLING & RECEIVING**

- |                                      |          |
|--------------------------------------|----------|
| 23. Billing Retention                | 05/21/12 |
| 24. Police Parking Ticket Receipts   | 10/19/15 |
| 25. Wastewater Industrial Billing    | 10/07/19 |
| 26. Late and Delinquent Taxes        | 01/06/16 |
| 27. Delinquent account Water & Sewer | 04/01/19 |
| 28. Delinquent account Septage       | 09/15/14 |

**ASSETS**

- |                      |                          |
|----------------------|--------------------------|
| 29. Diesel Fuel      | 10/06/14                 |
| 30. Fuel Usage       | 05/21/12                 |
| 31. Capital Plan     | NEW POLICY TO BE WRITTEN |
| 32. Asset Management | NEW POLICY TO BE WRITTEN |