



**OFFICE OF THE
TOWN TREASURER/COLLECTOR
TOWN OF DUNSTABLE
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Town of Dunstable Revenue Turnover:

During our audit, the auditor made recommendations on our turnover of receipts. Beginning February 1, 2022, we will begin a new process for revenue turnovers.

- 1. Each department will begin numbering the Payments to Treasurer forms as follows: 1-22, 2-22 ...etc. At the beginning of the new fiscal year, you will begin again with the number sequence 1-23, 2-23 ...etc.**
- 2. You will then turn over the receipts in triplicate. (At this time I have only duplicate forms to be used. Please make a copy of the receipt, which will be kept by the department.)**
- 3. When presented with a turnover, the Collector/Treasurer will count the receipts in the presence of the employee doing the turnover. The Collector/Treasurer will then sign the turnover copies, and return two of them to the employee. The employee will give one copy to the Assistant Accountant or Town Accountant, and keep the other copy for his/her record.**
- 4. The accountant will not accept any receipts that have not been signed by the Collector/Treasurer.**
- 5. Each department must maintain a record of the turnovers, and this should coincide with the turnovers made by the Collector/Treasurer**

Respectfully Submitted,

**Bonnie Ricardelli
Treasurer/Tax Collector**