

77 Main Street
Post Office Box 369
Warwick, New York 10990
www.villageofwarwick.org



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mayor@villageofwarwick.org
clerk@villageofwarwick.org

VILLAGE OF WARWICK
INCORPORATED 1867

September 19, 2018

Re: Monthly Reports & Deposit Reports

Dear Department Heads,

The following is the basic process that needs to be followed through with for monthly reports. It is imperative that we follow this procedure for consistency and accuracy.

Thank you very much,

Michael J. Newhard
Mayor

MJN:rma

Enc.

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Monthly Payment & Deposit Reports

Effective August 1, 2018

Monthly Payment Reports must be maintained in the Clerk's Office, Planning & Zoning Department, Building Department, Water / Sewer Department, and Justice Court.

All payments received must be written in a numbered receipt book and presented to the Deputy Clerk with a Deposit Report that includes the checks/cash that you are submitting for deposit.

Monthly Reports & Deposit Reports must include the following:

- Date Payment was Received
- Type of Payment Received
- Customer / Project Name
- Cash / Check Number
- Receipt Number
- Total for Each Deposit
- Deposit Date (Date handed to the Deputy Clerk)
- Escrow Amount Received - *if applicable*
- Deposit Date of Escrow (Date handed to Deputy Clerk) – *if applicable*
- Grand Total of the Monthly Collection – *monthly report only*

Monthly Reports must be received by the Clerk's Office the Wednesday prior to the second monthly Village Board meeting.

All reports must be generated utilizing the attached excel template or a software program specific to your department.

*Please note that this is a draft procedure that will be included or amended within the Village of Warwick 'Cash Handling Policy' per the NYS Comptroller's Office.

FY 2018-2019

DATA FROM RECEIPTS WRITTEN

RECEIPT	DATE	TYPE	CUSTOMER	CASH/CHECK	RECPT#	TOTAL DEPOSIT	DEPOSIT DATE
September 2018							
						TOTAL DEPOSIT	DEPOSIT DATE
						SEPARATE DEPOSIT	
						ESCROW	DEPOSIT DATE