

REVENUE RECEIPT POLICY FOR THE VILLAGE OF NASHVILLE

The Village Treasurer and the Village Clerk are hereby designated as the individuals employed by the village that are able to receive incoming revenue for the Village of Nashville.

All money received by the village will be readied for deposit into the appropriate accounts by the Village Treasurer and then taken to the bank by the Village Clerk for deposit.

All money received by the village will be made ready for deposit and taken to the bank within a week's time of its receipt if not sooner.

The following are the procedures for the acceptance of revenue.

WATER / SEWER BILL PAYMENTS

When water/sewer bills are paid by the public and the person paying the bill is in possession of the original bill:

- a. both halves of the bill will be stamped with the date received,
- b. the amount paid will either be circled or printed on both halves, and
- c. either CA (for cash) or CK (for check) will be printed on the village portion of the receipt.

The village keeps the smaller portion of the bill and the customer receives the larger portion of the bill back as their receipt of payment.

When water/sewer bills are paid by the public and the person paying the bill is not in possession of the original bill:

- a. a receipt will be completed from the receipt board provided for this purpose,
- b. the receipt will include the date paid, the amount paid, and the address for which the payment is being made, and
- c. either CA (for cash) or CK (for a check) will be printed on the receipt.

The customer receives the top portion (white) of the receipt and the carbon copy (large page underneath) is kept for the village's record.

All money received for payment of water/sewer bills is to be placed in the money drawer for day use and then transferred into the money bag for overnight storage in the vault until such time as a deposit can be made.

VILLAGE TAX BILL PAYMENTS

When a resident pays their village property or personal tax to the village they must be in possession of the tax bill. The top portion will be stamped with the date paid and returned to the

resident as their receipt. The bottom portion will be stamped with the date paid; the amount paid will be filled in along with the check number or the word cash if paid in cash. This bottom portion is kept for the village records.

The village will not take a payment from a resident who is not in possession of their tax bill unless they have a previous tax bill or other paperwork that shows their property code number.

The village will not take a partial payment for a village tax bill.

All money received for payment of village taxes will be placed into the Treasurer's money bag until such time as a deposit can be made.

REVENUE RECEIVED FROM INSURANCE CLAIMS, OVERPAYMENTS, CABLE TV FEES, POLICE SECURITY CONTRACTS, COUNTY, STATE OR FEDERAL ENTITY

When the village receives revenue from an insurance claim, overpayment of a bill on the part of the village, cable TV fees, police security contract or a county, state or federal entity the check stub received with the revenue is kept in the village records and no receipt is written.

All money received from insurance claims, overpayments, cable TV fees, police security contracts, or a county, state or federal entity will be made ready for deposit as they are received and deposited into the appropriate account by the next business day.

OTHER MISC. BILL PAYMENTS – sidewalk payments, parking tickets, FOIA requests, zoning/planning fees, etc

When a resident or other person pays a bill due to the village other than the water/sewer bill a receipt will be made in the small receipt book which will include:

- a. the date paid
- b. the persons name (if known)
- c. the amount paid
- c. the amount due (if any)
- d. the type of payment made (check or cash)

The customer receives the top portion (white) of the receipt and the carbon copy (yellow page underneath) is kept for the village records.

All money received for misc. bill payments will be made ready for deposit as they are received and deposited into the appropriate account by the next business day.