

CARROLL COUNTY, New Hampshire

ELECTED OFFICIALS SIGNATURE STAMP USE POLICY

1. SCOPE

This policy applies to the elected officials and staff of the county finance office of Carroll County and the use of their signature stamp when the signature of an elected official is needed and the elected official is unavailable to sign a document.

OBJECTIVES

This process shall be enacted when an elected official cannot come to the county complex to sign by hand, any check or document. By using the elected officials stamp, it should prevent late fees, finance charges or any other negative effect occurring due to a required signature.

2. INTERNAL CONTROL

All signature stamps shall be locked in the top drawer of the office file cabinet. Signature stamps shall be returned after each use. The key shall be kept in the finance director's office and shall only be retrieved by the county administrator, finance director, bookkeeper, or the administrative asst. It is the bookkeeper who shall be the responsible party for requesting the use of an elected official's signature stamp. The bookkeeper shall ensure that all signature stamps are protected against inappropriate use, loss, or theft.

3. REQUESTED USE

If the bookkeeper desires an elected official's signature and the elected official cannot physically sign the document, the bookkeeper shall notify the elected official via email for permission to utilize the elected official's signature stamp. The elected official shall reply to the bookkeeper via email that they (bookkeeper) are authorized to use the signature stamp. The bookkeeper shall then call the elected official via phone to make sure that the email is legitimate and that the authorization is confirmed. (As to the increase of phishing email scams, and cyber thefts this year, all emails should be confirmed with a phone call.) The bookkeeper shall make a copy of all checks or documents which have been stamped with the signature stamp and shall retain the copies for the next regularly scheduled board of commissioners meeting. All copies shall be presented by the county administrator to the board of commissioners and the treasurer at the next meeting.

4. TREASURER

When the county treasurer cannot make it to the county complex to perform their duties, the treasurer shall notify the deputy treasurer that they shall be needed to perform the functions of the treasurer for the time period specified by the treasurer. The treasurer shall then notify the county administrator via text, email or phone call that the deputy treasurer will be signing checks or approving the manifests for that time period specified. The county administrator shall notify the board of commissioners and the finance office staff of the changes for the time period specified by the treasurer.

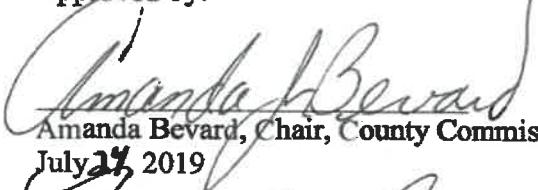
5. POLICY REVIEW

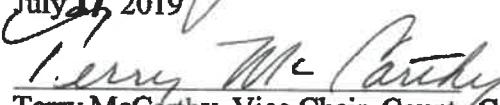
The treasurer and county commissioners will review this policy annually, and shall make any changes to this policy as voted by a majority of the board of county commissioners.

Approved by:


Joseph Costello, Treasurer
July 27, 2019

Approved by:


Amanda Bevard, Chair, County Commissioners
July 27, 2019


Terry McCarthy, Vice Chair, County Commissioners
July 27, 2019

David Babson, Jr. Clerk, County Commissioners
July 27, 2019