

Town of Brookfield, New Hampshire
267 Wentworth Road Brookfield, N.H. 03872
603-522-3688

ACCOUNTS RECEIVABLE POLICY

It shall be the policy of the Town of Brookfield to establish procedures for the disbursement of Town monies expended by its departments.


The purpose of Accounts Payable is to ensure that all Town funds are disbursed and recorded in accordance with Generally Accepted Accounting Principles (GAAP). Accounts Payable is responsible for auditing and processing all invoices for payment.


- All payments for goods and services must be supported by a source document.
- All checks, access to bank accounts and statements, etc. shall be secured and controlled by the Treasurer with limited access.
- All disbursements are to be made by check, and are only made payable to a specific payee and are not written to "Cash" or "Bearer".
- All invoices will be paid within the time specified on the invoice when possible to avoid late fees and take advantage of any discounts.
- Accounts Payable is performed and Manifest created for approval at the Selectmen's meetings. Any invoices submitted after the Selectmen's meeting will be paid in the next processing cycle.
- All disbursements will be made by the Treasurer through the bookkeeping system, no hand written checks will be disbursed except in emergency circumstances. Any emergency that warrants hand written checks must be approved by the Selectmen.
- All paper checks shall have two signatures and the treasurer.
- All statements from credit card companies must have substantiating receipts matching amount of the statement.
- To maintain integrity of the reporting of expenditures, invoices shall be recorded in the appropriate accounting period and should not be held by any department.
- All invoices will be stamped with the date received and approved by the appropriate department and signed by the department head.

Out of Pocket Expense – Where reimbursement for out of pocket business expenses are to be paid to an employee, the employee must provide original back-up supporting documentation. In the case of mileage reimbursement the employee should submit the request using a Reimbursement Request form.

Approved and Adopted by the Selectmen on June 28, 2022


Richard Surette, Chairperson


Rich Zacher


Brian Robischeau