Laundry Collection Policy and Procedures: Once or twice a month, the laundry machine money will be collected in the following manner:

The machines will be emptied by two employees of the Norton Housing Authority. The money will be dumped in a security bag and immediately sealed.

Two employees will bring the security bag to the Rockland Federal Credit Union. The money will be emptied into the counting machines located at the Rockland Federal Credit Union. When finished counting, a slip will come out of the machine with the amount of the deposit. The slip will be brought to the teller with a deposit ticket and the employee will receive a statement with the amount of the deposit stated on it.

Each employee needs to sign the housing collection slip to verify who emptied the machines and who went to the bank.

This policy was approved by the Board of Commissioners for the Norton Housing Authority on 4/13/11 and reapproved **October 13, 2015**.

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James Dinsel, Chairman