

Town of South Bristol, New York

Policy for the Internal Control

Scrap Material

The Town of South Bristol obtains scrap material as a result of routine road maintenance operations, vehicles or equipment declared as surplus, and transfer station operations. The Town is responsible for ensuring that revenues derived from the sale of town-owned property, such as scrap material, are deposited in the General Fund.

Scrap Material Defined: For the purposes of this policy, scrap material is defined as any discarded material which has been identified by the Town of South Bristol, and or the Highway Superintendent at the point of sale to an approved vendor, or as a result of the reduced labor, transport and tipping expenses to the Town due to repossessing.

Scrap Material Ownership: The Town of South Bristol assumes ownership once discarded materials are removed from the vehicle of transport within the Transfer Station site and placed in a building, container, or any designated storage area.

Scrap Material Secured: All scrap materials generated as a result of the Transfer Station operations are to be securely maintained inside the transfer station fenced area or inside buildings owned and operated by the Town of South Bristol. The Highway Superintendent is responsible for securing and monitoring scrap generated as a result of routine highway operations which are maintained outside the transfer station fenced area or inside buildings owned and operated by the Town. Employees are prohibited from use of scrap materials for other than the authorized Town purposes, and are further prohibited from the personal sale of scrap materials obtained during the performance of their duties as an employee of the Town.

Scrap Material Vendor: The Town Board retains sole authority to award, renew or terminate contracts or agreements with vendors to provide scrap material services for the Town of South Bristol.

Scrap Material Sale Proceeds: Only checks from the vendor shall be accepted for the payment of scrap materials and on no occasion shall cash be accepted for payment. All checks are to be made payable to the Town of South Bristol and sent to the attention of the Town Supervisor.

