

Financial Management Questionnaire – Towns and Cities

| | Yes | No | Don't know | By whom |
|---|-----|----|------------|-------------------|
| Are all town account records currently maintained by one individual? | ✓ | | | TODD TREASURER |
| Do you reconcile bank and ledger balances monthly? | ✓ | | | |
| Are checks always written to specified payees and not to cash? | ✓ | | | |
| Does the same individual open the mail and deposit checks? | | ✓ | | |
| Are pre-numbered checks used for all bank accounts? | ✓ | | | |
| Are unopened bank statements delivered directly to the treasurer as received? | ✓ | | | |
| Have you borrowed money from the town? | | ✓ | | |
| Have select board members attended financial trainings? | | | ✓ | |
| Are bank statements reconciled on a regular basis? | ✓ | | | |
| Does someone other than the treasurer review bank reconciliations? | ✓ | | | AUDITOR (ELECTED) |
| Have you deposited town monies anywhere other than a town account? | | ✓ | | |
| Have you deposited any non-town monies into a town account? | | ✓ | | |
| Is interest in town accounts apportioned to each account? | ✓ | | | |
| Have there been any changes in authorized signatures during the fiscal year? | | ✓ | | |
| Has a signature stamp ever been used for any town account | | ✓ | | |
| Has there ever been a theft, or unauthorized use of town funds or equipment? | | ✓ | | |
| Are financial records maintained in a computerized system? | ✓ | | | |
| Does the town have written policies and procedures for financial operations? | ✓ | | | |
| Does each town official have copies of these policies and procedures? | ✓ | | | |
| Have you attended trainings on recordkeeping? | ✓ | | | |
| Are checks written by the same individual who approves payments? | | ✓ | | |
| Are you a participant in any business which does business with the town? | | ✓ | | |
| Do you maintain separate pages, columns or running balances for each fund? | ✓ | | | |
| Do elected town auditors attend financial trainings? | | | ✓ | |
| Are bank accounts and fund balances reconciled on a monthly basis? | ✓ | | | |
| Does the town loan money to town employees? | | ✓ | | |

As a signor below I certify to the best of my knowledge that the answers provided in this self-assessment questionnaire are an accurate representation of the operation of the Town/City of: EAST MONTPELIER, Vermont.

Preparer: (signature) Donald B. Welch (printed name) DONALD B. WELCH Title: TREASURER Date: 7/9/2015

Reviewed by Select Board (signature): _____ on (date): _____