

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): \_\_\_\_\_