

Financial Management Questionnaire – Towns and Cities

	Yes	No	Don't know	By whom
Are all town account records currently maintained by one individual?	✓			TREAS
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?		✓		OPEN-MUNICIPAL ASST. DEP-TREAS
Are pre-numbered checks used for all bank accounts?	✓			PRODUCED ON-LINE BY TREAS
Are unopened bank statements delivered directly to the treasurer as received?	✓			
Do you always provide a numbered receipt for any cash payment made to the town?	✓			
Have select board members attended financial trainings?			✓	
Are bank statements reconciled on a regular basis?	✓			TREAS
Does someone other than the treasurer review bank reconciliations?	✓			ELECTED AUDITOR
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?	✓			WRITTEN BY MUNICIPAL ASST. APPR BY PURCHASER
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?	✓			RECON BY TREAS; REVIEWED BY AUDITOR
Does the town loan money to town employees?		✓		

As a signer 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 7/11/2016

Received by Select Board (signature): \_\_\_\_\_ on (date): \_\_\_\_\_