

**Financial Management Questionnaire – Towns and Cities**

	Yes	No	Don't know	By whom
Are all town account records currently maintained by one individual?	X			Mary Mead/Treasurer
Do you reconcile bank and ledger balances monthly?	X			
Are checks always written to specified payees and not to cash?		X		Cash payments for Senior Center/Library
Does the same individual open the mail and deposit checks?		X		
Are pre-numbered checks used for all bank accounts?	X			
Are unopened bank statements delivered directly to the treasurer as received?	X			
Have you borrowed money from the town?		X		
Have select board members attended financial trainings?			X	
Are bank statements reconciled on a regular basis?	X			
Does someone other than the treasurer review bank reconciliations?	X			
Have you deposited town monies anywhere other than a town account?		X		
Have you deposited any non-town monies into a town account?		X		
Is interest in town accounts apportioned to each account?	X			
Have there been any changes in authorized signatures during the fiscal year?	X			
Has a signature stamp ever been used for any town account	X			Mary Mead, Christina Booher
Has there ever been a theft, or unauthorized use of town funds or equipment?		X		
Are financial records maintained in a computerized system?	X			
Does the town have written policies and procedures for financial operations?	X			Ongoing process by Treasurer's Office
Does each town official have copies of these policies and procedures?		X		
Have you attended trainings on recordkeeping?	X			
Are checks written by the same individual who approves payments?		X		
Are you a participant in any business which does business with the town?		X		
Do you maintain separate pages, columns or running balances for each fund?	X			
Do elected town auditors attend financial trainings?			X	
Are bank accounts and fund balances reconciled on a monthly basis?	X			
Does the town loan money to town employees?		X		
<p><b>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: <u>Charlotte</u>, Vermont.</b></p> <p>Preparer: (signature) <u>Mary A. Mead</u> (printed name) <u>Mary A. Mead</u> Title: <u>Clerk/Treas.</u> Date: <u>5/28/15</u></p> <p><b>Reviewed by Select Board (signature): _____ on (date): _____</b></p>				