Financial Management Questionnaire – Towns and Cities

	Yes	No	Don't know	By whom
Are all town account records currently maintained by one individual?		X		Clerk/Treas. & Asst Clerk/Treas.
Do you reconcile bank and ledger balances monthly?	X			Asst Clerk/Treas./Town Auditors
Are checks always written to specified payees and not to cash?	X			Exception - less than $100 - petty cash
Does the same individual open the mail and deposit checks?		X		Clerk/Treas. & Asst Clerk/Treas
Are pre-numbered checks used for all bank accounts?	X			
Are unopened bank statements delivered directly to the treasurer as received?		X		
Do you always provide a numbered receipt for any cash payment made to 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			Town Auditors
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			Clerk/Treas. & Asst Clerk/Treas
Has there ever been a theft, or unauthorized use of town funds or equipment?		X		
Are financial records maintained in a computerized system?	X			Clerk/Treas. & Asst Clerk/Treas.
Does the town have written policies and procedures for financial operations?	X			
Does each town official have copies of these policies and procedures?	X			On file-Clerk's Office
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		

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: CHARLOTTE ***, Vermont.***

Preparer: (signature) Mary A Mead (printed name): Mary A. Mead Title: Clerk/Treasurer

Received by Select Board (signature): _____ ***on (date):***