

Financial Management Questionnaire – Towns and Cities

| | Yes | No | Don't know | By whom |
|---|-------------------------------------|-------------------------------------|------------|----------------------|
| Are all town account records currently maintained by one individual? | | <input checked="" type="checkbox"/> | | Treasurer & Finance |
| Do you reconcile bank and ledger balances monthly? | <input checked="" type="checkbox"/> | | | Treasurer & Finance |
| Are checks always written to specified payees and not to cash? | <input checked="" type="checkbox"/> | | | |
| Does the same individual open the mail and deposit checks? | <input checked="" type="checkbox"/> | | | Treas & Asst. Treas. |
| Are pre-numbered checks used for all bank accounts? | <input checked="" type="checkbox"/> | | | |
| Are unopened bank statements delivered directly to the treasurer as received? | <input checked="" type="checkbox"/> | | | Finance First |
| Do you always provide a numbered receipt for any cash payment made to the town? | <input checked="" type="checkbox"/> | | | |
| Have select board members attended financial trainings? | <input checked="" type="checkbox"/> | | | |
| Are bank statements reconciled on a regular basis? | <input checked="" type="checkbox"/> | | | Treasurer & Finance |
| Does someone other than the treasurer review bank reconciliations? | <input checked="" type="checkbox"/> | | | Finance |
| Have you deposited town monies anywhere other than a town account? | | <input checked="" type="checkbox"/> | | |
| Have you deposited any non-town monies into a town account? | | <input checked="" type="checkbox"/> | | |
| Is interest in town accounts apportioned to each account? | <input checked="" type="checkbox"/> | | | |
| Have there been any changes in authorized signatures during the fiscal year? | | <input checked="" type="checkbox"/> | | |
| Has a signature stamp ever been used for any town account | <input checked="" type="checkbox"/> | | | |
| Has there ever been a theft, or unauthorized use of town funds or equipment? | | <input checked="" type="checkbox"/> | | |
| Are financial records maintained in a computerized system? | <input checked="" type="checkbox"/> | | | NEMRC & QuickBooks |
| Does the town have written policies and procedures for financial operations? | <input checked="" type="checkbox"/> | | | |
| Does each town official have copies of these policies and procedures? | <input checked="" type="checkbox"/> | | | |
| Have you attended trainings on recordkeeping? | <input checked="" type="checkbox"/> | | | |
| Are checks written by the same individual who approves payments? | | <input checked="" type="checkbox"/> | | |
| Are you a participant in any business which does business with the town? | | <input checked="" type="checkbox"/> | | |
| Do you maintain separate pages, columns or running balances for each fund? | <input checked="" type="checkbox"/> | | | |
| Do elected town auditors attend financial trainings? | | | <i>N/A</i> | |
| Are bank accounts and fund balances reconciled on a monthly basis? | <input checked="" type="checkbox"/> | | | Treasurer & Finance |
| Does the town loan money to town employees? | | <input checked="" type="checkbox"/> | | |

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: Williston, Vermont.

Preparer: (signature) *Deborah Beckett* (printed name): Deborah Beckett Title: Treasurer

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