Internal Financial Controls Checklist for Municipalities – Cities and Towns
Document referenced in 24 V.S.A. § 1571(d)

	Yes	No	Don't know	By whom
Are all town account records currently maintained by one individual?		x		Clerk/TReasurer& Asst Clerk/Treasurer
Do you reconcile bank and ledger balances monthly?	x			
Are checks always written to specified payees and not to cash?	x			
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			
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 Auditor
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		% applied to General Fund & HRA accounts
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			signature stamps are secured in vault
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			
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		Selectboard approves payments
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):***