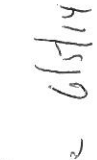


**Financial Management Questionnaire – Towns and Cities as Required By Title 24 Section 1571 (d)** “The town treasurer shall annually, on or before June 30, complete and provide to the selectboard a copy of the document made available by the Auditor of Accounts pursuant to 32 V.S.A. § 163(11) regarding internal financial controls.”  
**For FY 2014**

	Yes	No	Don't know	By whom or more info
Are all town account records currently maintained by one individual?		no		Asst. CAOs and Chief/Asst. Accountant
Do you reconcile bank and ledger balances monthly?	yes		Most/improving	Senior Accountant and Financial Assistants*
Are checks always written to specified payees and not to cash?	Yes			Financial Assistant
Does the same individual open the mail and deposit checks?	yes	no		Executive Sec. opens mail
Are pre-numbered checks used for all bank accounts?	yes	no		Blank stock with numbers added when
Are unopened bank statements delivered directly to the treasurer as received?		no		
Have you borrowed money from the town?		no	It's likely some have	
Have select board members attended financial trainings?				
Are bank statements reconciled on a regular basis?	yes			See above *
Does someone other than the treasurer review bank reconciliations?	yes			Asst. CAO and Professional Auditor
Have you deposited town monies anywhere other than a town account?		no		
Have you deposited any non-town monies into a town account?		no	Done previously	School and Non-GF money into City Main
Is interest in town accounts apportioned to each account?	yes			Chief Accountants – if in segregated accts.
Have there been any changes in authorized signatures during the fiscal year?	no			
Has a signature stamp ever been used for any town account		no		Answer reflects knowledge of FY 14
Has there ever been a theft, or unauthorized use of town funds or equipment?		no		Answer reflects knowledge of FY 14
Are financial records maintained in a computerized system?	yes			Accounting Staff
Does the town have written policies and procedures for financial operations?	yes			It is likely that some have
Does each town official have copies of these policies and procedures?		no		
Have you attended trainings on recordkeeping?	yes			POs by Asst. CAOs – checks written by FA
Are checks written by the same individual who approves payments?		no		
Are you a participant in any business which does business with the town?		no		Accounting Software
Do you maintain separate pages, columns or running balances for each fund?	yes			N/A
Do elected town auditors attend financial trainings?				See above*
Are bank accounts and fund balances reconciled on a monthly basis?	yes			
Does the town loan money to town employees?		no		

**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 City of: Burlington, Vermont.**

Preparer: (signature)  (printed name): Robert Puster Title: Chief Administrative Officer 6/5/14

Received by City Council (signature): \_\_\_\_\_ on (date): \_\_\_\_\_