

**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 2016**

	Yes	No	Don't know	By whom or more info
Are all town account records currently maintained by one individual?		no		Asst. CAO and Chief/Asst. Accountant
Do you reconcile bank and ledger balances monthly?	yes			Senior Accountant and Financial Assistants*
Are checks always written to specified payees and not to cash?		no		Not for undercover BPD officer payments
Does the same individual open the mail and deposit checks?		no		
Are pre-numbered checks used for all bank accounts?	yes			Electronically added to blank stock
Are unopened bank statements delivered directly to the treasurer as received?		no	To DFO (officer)	Most statements downloaded electronically
Do you always provide a numbered receipt for any cash payment made to the town?	yes			Electronically added to blank stock
Have select board members attended financial trainings?			It's likely some have	
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 <u>you</u> deposited any non-town monies into a town account?		no		
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?	yes			Due to departure of staff
Has a signature stamp ever been used for any town account	yes			
Has there ever been a theft, or unauthorized use of town funds or equipment?		no		Answer reflects knowledge of FY 16
Are financial records maintained in a computerized system?	yes			Accounting Staff
Does the town have written policies and procedures for financial operations?	yes			
Does each town official have copies of these policies and procedures?		no		It is likely that some have
Have you attended trainings on recordkeeping?	yes			
Are checks written by the same individual who approves payments?		no		POs Central Purchaser – checks written by FA
Are you a participant in any business which does business with the town?		no		
Do you maintain separate pages, columns or running balances for each fund?	yes			Accounting Software
Do elected town auditors attend financial trainings?				N/A
Are bank accounts and fund balances reconciled on a monthly basis?	yes			See above*
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)

Bob Rusten

Chief Administrative Officer

**Received by City Council (signature):**

**on (date):**