Financial Management Questionnaire – Towns and Cities

	Yes	No	Don't know	By whom
Are all town account records currently maintained by one individual?		X		Treasurer (T), Assistant Clerk (AC), Fee Accountant (FA)
Do you reconcile bank and ledger balances monthly?	X			T and FA
Are checks always written to specified payees and not to cash?	X			
Does the same individual open the mail and deposit checks?		X		T and AC
Are pre-numbered checks used for all bank accounts?	X			
Are unopened bank statements delivered directly to the treasurer as received?	X			Electronically Reviewed by T and FA
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			T and FA
Does someone other than the treasurer review bank reconciliations?	X			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			Journal entry by T
Have there been any changes in authorized signatures during the fiscal year?	X			New Treasurer, Assistant Clerk and Fee Accountant
Has a signature stamp ever been used for any town account		X		
Has there ever been a theft, or unauthorized use of town funds or equipment?		X		None to our knowledge
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		AC pays, T reviews, SB approves
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?				N/A
Are bank accounts and fund balances reconciled on a monthly basis?	X			T and FA
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: Panton ***, Vermont.***

Preparer: (signature) Kyle Rowe (~~printed~~ name): Kyle Rowe Title: Clerk/Treasurer

Received by Select Board (signature): _____ ***on (date):*** 8/15/25