

Financial Management Questionnaire - Vermont Auditor's Office

Generic

	Yes	No	Don't know	By whom
Are all financial account records currently maintained by a single individual?				
Are bank and ledger balances reconciled monthly?				
Are checks always written to specified payees and not to cash?				
Does the same individual open the mail and deposit checks ?				
Are unopened bank statements delivered directly to the treasurer as received ?				
Are pre-numbered checks used for all bank accounts?				
Has any official borrowed money from the organization?				
Have board members attended financial trainings ?				
Are bank statements reconciled on a regular basis ?				
Does someone other than the treasurer review bank reconciliations ?				
Have there been any changes in authorized signatures during the fiscal year ?				
Has a signature stamp ever been used for any organization account ?				
Are financial records maintained in a computerized system ?				
Does the organization have written policies and procedures for financial operations ?				
Does each board member have copies of these policies and procedures ?				
Are checks written by the same individual who approves payments ?				
Are bank accounts and fund balances reconciled on a monthly basis ?				
Are you a participant in any business which does business with the organization ?				
Does the organization maintain separate running balances for each fund ?				
Are individuals with financial management responsibilities bonded?				
Have you had a fraud or embezzlement in the last five years?				

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: _____.

Preparer: (signature) _____ (printed name): _____ Title: _____