

Financial Management Questionnaire - Vermont Auditor's Office

	Yes	No	Don't know	By whom
Are all account records currently maintained ?				
Checkbook				
Receipts				
Disbursements				
Deposit slips				
Bank reconciliations				
Do you reconcile bank and ledger balances monthly?				
Are checks always written to specified payees and not to cash?				
Does the same individual open the mail and deposit checks ?				
Are pre-numbered checks used for all bank accounts?				
Are unopened bank statements delivered directly to the treasurer as received ?				
Have you 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 ?				
Is the organization professionally audited ?				
Does the organization receive payments in cash ?				
Has the organization had a theft, embezzlement or wire fraud in the last 5 years?				
Have there been any changes in authorized signatures during the fiscal year ?				
Has a signature stamp ever been used for any account ?				
Is a specific individual responsible for correcting audit findings ?				
Are financial records maintained in a computerized system ?				
Does the organization have written financial policies and procedures ?				
Does each employee have copies of these policies and procedures ?				
Have you attended trainings on recordkeeping ?				
Are any financial records maintained in manual form ?				
Are checks written by the same individual who approves payments ?				
Are you a participant in any business which does business with the organization ?				
Do you maintain separate pages, columns or running balances for each fund ?				

Do you maintain the disbursement journals ?				
Are regular financial reports prepared for the board?				
Do you assist in the audit planning process ?				
Do you maintain separate accounts for each fund ?				
Do you have prenumbered receipt books for cash payments?				
Are budget to actual reports prepared for each department?				
Are bank accounts and fund balances reconciled on a monthly basis ?				
Does the organization loan money to employees ?				

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: _____