

# PLODZIK & SANDERSON

Professional Association/Accountants & Auditors

193 North Main Street • Concord • New Hampshire • 03301-5063 • 603-225-6996 • FAX-224-1380

## Board of Selectmen/Town Council Questionnaire

**This document is an integral part of our auditing process.** In order to assist us with gathering information necessary to understand the entity and its environment in connection with this year's audit, please answer the following questions concerning your knowledge of the Town's financial procedures, and **return to Plodzik & Sanderson, PA as soon as possible**. Thank you in advance for your cooperation.

1. Do you have knowledge of any fraud or suspicions of fraud affecting your entity?  
Yes \_\_\_ No \_\_\_ If yes, please elaborate below.

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Have you received any communications from employees, former employees, regulators, or others alleging fraud?  
Yes \_\_\_ No \_\_\_ If yes, describe briefly.

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2. Have you identified any specific risks of fraud within the entity?  
Yes \_\_\_ No \_\_\_ If yes, describe briefly.

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3. Has the Board adopted a universal code of ethics for members and employees to follow?  
Yes \_\_\_ No \_\_\_ If yes, please furnish a copy.

If yes, does this document prohibit elected officials and employees from doing business with the Town?  
Yes \_\_\_ No \_\_\_

4. Have you or any related party of yours had any interest, direct or indirect, in any of the following transactions or pending or incomplete transactions since July 1, 2016 to which the Town or any retirement, savings, pension, or other similar plan was, or is to be, a party?

	YES	NO
Sale, purchase, exchange, or leasing of property?	___	___
Receiving or furnishing of goods, services, or facilities?	___	___
Transfer or receipt of income or assets?	___	___
Maintenance of bank balances as compensating balances for the benefit of another?	___	___
Other transactions?	___	___

If yes, please describe below, and note dollar amount of the activity. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Does the Board formally authorize all disbursements, both vendor and payroll, prior to the release of funds?  
Yes \_\_\_ No \_\_\_

If the answer to the above is No, please describe your knowledge of how disbursements are approved within the system.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Describe how the Board stays informed of the latest changes in the laws and regulations pertaining to the Town.  
\_\_\_\_\_  
\_\_\_\_\_

7. Does the Board review comparative reports of estimated and actual revenues and appropriations and expenditures?  
Yes \_\_\_ No \_\_\_ If yes, how often are reports reviewed? \_\_\_\_\_  
\_\_\_\_\_

8. What procedures does the Board follow in reviewing or using these reports? For example, does the Board normally meet with the department heads as part of this process? Also, does the Board review BOTH the revenue and expenditure reports?  
\_\_\_\_\_  
\_\_\_\_\_

9. Has the Board approved a Disaster Recovery Plan in the event of loss or interruption of the IT function?  
Yes \_\_\_ No \_\_\_ If yes, please provide a copy.

10. Is there a written investment policy adopted? Yes \_\_\_ No \_\_\_ If yes, please provide a copy. When was the policy last reviewed and approved? \_\_\_\_\_

11. Have you adopted the use of either debit or credit cards by employees? Yes \_\_\_ No \_\_\_  
If yes, please provide a copy of policy covering same.

12. Does the Board have knowledge of any funds or bank accounts that are not in the custody of the Treasurer?  
Yes \_\_\_ No \_\_\_ If yes, provide the name and custodian of account.  
\_\_\_\_\_

13. Has the Board approved a fund balance policy in compliance with GASB No. 54? Yes \_\_\_ No \_\_\_

Signed by \_\_\_\_\_ Date: \_\_\_\_\_  
*Chairperson on behalf of the Board*