

# ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICY

## TOWN OF WHEELOCK

**PURPOSE.** The purpose of this Accounting, Auditing and Financial Reporting Policy is to establish and maintain high standards for accounting practices in the Town of Wheelock, thereby enabling voters, the selectboard, and the treasurer to make sound decisions in preparing and adopting the Town budget and managing Town finances.

**ACCOUNTING.** The accounting practices of the Town will conform to Generally Accepted Accounting Principles for local governments as established by the Governmental Accounting Standards Board. The treasurer will establish and maintain a system of fund accounting and shall measure financial position and results of operations using the modified cash basis of accounting for governmental funds and the accrual basis of accounting for proprietary and fiduciary funds.

**MONTHLY RECONCILIATION.** The Treasurer will routinely make deposits on behalf of the Town in accordance with the Cash Receipts, Petty Cash and Returned Check Policy of near of even date. The Assistant Treasurer (someone other than the person making the routine deposits) shall be responsible for reconciling the accounts to the bank statement every month. Both the Treasurer and Assistant shall sign off on the reconciliation sheets and attach them to the monthly bank statements. Should the bank statement not reconcile for any reason, the Treasurer and Assistant Treasurer shall note the reason and work together to find the solution and note doing such. The purpose of this method is to provide for a safe check and balance system.

**AUDITING.** Quarterly the Treasurer will cause the Town financial statements to be audited by the Town's elected auditors.

**MONTHLY AND ANNUAL FINANCIAL REPORTING.** The treasurer will prepare monthly financial reports for the selectboard's management purposes. These will consist of:

Budget Status Reports showing revenues collected and appropriations expended for the previous month with the variance from the budget amounts for each line item;

Monthly Warrant Reports listing all expenses and liabilities paid for the previous month for each fund; and

The treasurer will also prepare an annual financial report. This report should include financial statements for each of the funds of the Town, as well as appropriate additional disclosures as necessary for the complete understanding of the financial statements presented. This report, together with the most recent report prepared by the Town's elected auditors under 24 V.S.A. § 1682, will be reproduced in the Town's annual report each year.

The foregoing Policy is hereby adopted by the selectboard and the treasurer of the Town of Wheelock, Vermont, this 3 day of May, 2022 and is effective as of this date until amended or repealed.

**SIGNATURES.**

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Selectboard Chair

Selectboard Members:

Jim Hawley  
Jim Black  
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Vanessa Seguin  
Treasurer