

TOWN OF GLOVER, VERMONT
ACCOUNTING, AUDITING AND FINANCIAL REPORTING POLICY

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 Glover, 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 (*GAAP*) for local governments as established by the Governmental Accounting Standards Board (*GASB*). 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 modified cash basis of accounting for proprietary and fiduciary funds.

AUDITING. The Selectboard will contract for the town's financial statements to be audited by a qualified, properly licensed independent accounting firm, as they deem necessary or required. This audit will be conducted in addition to any audit performed by the Town's elected auditors under 24 V.S.A. §§ 1681 et seq.

QUARTERLY AND ANNUAL FINANCIAL REPORTING.

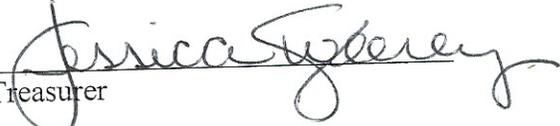
The Treasurer will prepare quarterly financial reports for the Selectboard's management purposes. These will consist of a Budget Status Report showing revenues collected and appropriations expended for the previous quarter, including a with the percentage of the budget spent;

The Treasurer will prepare an annual financial report. This report should include financial statements for each of the funds of the Town. This report and any 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.

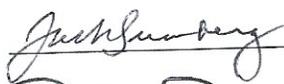
The foregoing Policy is hereby adopted by the Selectboard and the Treasurer of the Town of Glover, Vermont, this 14 day of Nov., 2019 and is effective as of this date until amended or repealed.



Selectboard Chair



Treasurer





TOWN OF GLOVER, VERMONT

CASH RECEIPTS, PETTY CASH AND RETURNED CHECK POLICY

PURPOSE. The purpose of this Cash Receipts Policy is to establish proper management practices over cash, checks, and other receipts in order to instill public confidence in town operations and to provide accurate, reliable, and timely information upon which financial decisions can be made.

AUTHORIZED PERSONNEL. For internal control purposes, only the following officers, employees, and volunteers are authorized to receive funds on behalf of the Town of Glover: treasurer, assistant treasurer, town clerk, assistant town clerk, collector of delinquent taxes, and recycling attendants.

PROPER PAYEE. All checks and money orders must be made payable to the Town of Glover or Town of Glover Delinquent Tax Collector. No instruments may be made payable to a town officer, employee, volunteer, department, committee, board, or group.

RECEIPTS. Persons authorized to receive funds on behalf of the Town must issue a fully completed collection receipt for any cash received, using a two-part, pre-numbered receipt, or some other receipt or reporting system acceptable to the treasurer, with the exception of the recycling center. The original completed receipt must be issued to the person from whom the funds are received. The second copy must be delivered to the treasurer with the funds. The Recycling Center will deliver the cash and an accounting of the receipts to the Town Clerk's office the next available business day.

SAFEGUARDING FUNDS. Safeguarding funds prior to deposit with the treasurer is the responsibility of authorized personnel receiving the funds. All coins, currency, checks and money orders must be retained in a secure place until deposited with the treasurer in accordance with the section below.

PREPARING AND DEPOSITING FUNDS. Funds collected by authorized persons must be deposited with the treasurer no later than the first business day of the following week.

The treasurer will take the deposits to the bank daily and retain copies of all deposit statements issued by the bank.

PETTY CASH. No officer, employee, volunteer, department, committee, board, or group may establish a petty cash system without consent from the treasurer. A base petty cash amount must be determined by the treasurer. A lockable cash box will be used to store petty cash and must be locked at all times. The key will be kept in a secure location. Only the petty cash custodian and the treasurer will have access to the locked petty cash box and key.

No payments, disbursements or reimbursements will be issued from petty cash. All payments will be processed through the accounting software system at the treasurer's office.

RETURNED CHECKS. A returned check will be recorded in the accounting system against the revenue in which it was originally posted if the check is not replaced. First-time returned checks will be re-deposited. Upon second receipt of a returned check, the treasurer will notify the check writer and inform him or her that his or her check did not clear and advise that there is a \$25.00 return check

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fee due. Thereafter, full payment, including the return check fee, must be in the form of cash, money order, or bank certified check.

The foregoing Policy is hereby adopted by the Selectboard and the Treasurer of the Town of Glover, Vermont, this 14 day of NOVEMBER, 20 19 and is effective as of this date until amended or repealed.



Selectboard Chair



Treasurer

