Appendix C: General Town (March 2025)

General Recordkeeping Requirements for Chief Fiscal Officers

Checklist for Review of Chief Fiscal Officer's Records

Determine the types of funds in use, and whether separate cash receipts and disbursements books are maintained for the various funds or whether a single cash receipts and single cash disbursements book is maintained. The following checklist can be used for each fund maintained.

Cash Receipts	YES	NO
Is the cash receipts journal up-to-date?	☒	☐
Is the cash receipts journal maintained in a manner that identifies the date received, payer, purpose and the amount either individually or totals referenced to subsidiary receipt records (e.g., water rents receipts register)?	☒	☐
Are un-deposited cash receipts safeguarded?	☒	☐
Are duplicate deposit slips kept?	☒	☐
Do deposit amounts agree with cash receipt amounts?	☒	☐
Are deposits made timely and recorded up-to-date? Last Recorded Deposit: Date 2/28/25 Amount $10,000.00	☒	☐
Is the cash receipts journal totaled and summarized monthly?	☒	☐

Cash Disbursements	YES	NO
Is the cash disbursements journal up-to-date?	☒	☐
Is the cash disbursements journal maintained in a manner to identify amounts disbursed either individually or totals referenced to abstracts or payrolls?	☒	☐
Are pre-numbered checks used for all disbursements (other than petty cash)?	☒	☐
Are all checks signed by the chief fiscal officer and co-signed if required?	☒	☐
If checks are signed electronically, is the signature stamp or software in the custody and control of the chief fiscal officer?	☒	☐
Are canceled checks or check images returned with bank statements and maintained on file?	☒	☐
Are all unused checks properly controlled (blank check stock)?	☒	☐
Are checks recorded up-to-date? Last Recorded Check: # 11905 Date 2/24/25 Amount 33.40	☒	☐
Is the cash disbursements journal totaled and summarized monthly?	☒	☐
Are payments supported by appropriate documentation? Consider comparing a sample of disbursements with supporting documentation.	☒	☐

Appendix C:

General Recordkeeping Requirements for Chief Fiscal Officers

Cash Reconciliations	YES	NO
Are bank accounts reconciled? By Whom? _Supervisor Secretary_ How Often? _Monthly_ Who Reviews/Verifies Them? _Supervisor_	☒	☐
Is the bank reconciliation performed by a person whose job duties do not include maintaining either the cash receipts or disbursements journals or receiving or disbursing cash?	☒	☐
Is the bank reconciliation performed timely after the bank statement is received?	☒	☐

Last Bank Reconciliation for Each Bank Account		
Bank Account	Date Performed	Month Ending
General	3/13/25	2/28/25

	YES	NO
Are reconciliations documented and available for review?	☒	☐
Does the reconciled bank balance agree with the cash balance recorded in the accounting records?	☒	☐

Receivables	YES	NO
Are receivable control accounts maintained?	☒	☐
Is there indication that the receivable control accounts are reconciled to the detail subsidiary records?	☒	☐

Investment Records	YES	NO
Is an investment record maintained?	☒	☐
Is the record complete and up-to-date?	☒	☐

Deposit Protection	YES	NO
Has the bank pledged adequate, eligible securities to protect deposits and investments (under the custody of the chief fiscal officer) that exceed FDIC insurance protection?	☒	☐

Appendix C:

General Recordkeeping Requirements for Chief Fiscal Officers

Indebtedness Records *(This record is maintained by the clerk in certain local governments)*	**YES**	**NO**
Is an indebtedness register maintained?	☒	☐
Is the register complete and up-to-date?	☒	☐

Property Records	**YES**	**NO**
Are property records maintained?	☒	☐
Are the records up-to-date?	☒	☐
Are all fixed assets included in the records?	☒	☐
Are physical inventories taken and compared to the records?	☒	☐

Financial Reporting	**YES**	**NO**
Are interim reports (budget/actual; trial balances; etc.) prepared?	☒	☐
Are the reports distributed to the governing board and department heads?	☒	☐
Does total year-end recorded cash agree with that reported in the annual financial report?	☒	☐

Payrolls	**YES**	**NO**
Are payrolls certified/approved by the appropriate official?	☒	☐
Are pay rates in accordance with collective bargaining agreements and other lawful employment contracts, or board resolutions?	☒	☐
Is leave time accounted for?	☒	☐

Comments and Conclusions

All records maintained by Supervisors Secretary and accounting firm.