

## ACCOUNTING, AUDITING AND FINANCIAL REPORTING POLICY

### TOWN OF UNDERHILL

**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 Underhill, thereby enabling voter, the selectboard, treasurer and financial officer 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 finance officer will establish and maintain a system of fund accounting and shall measure financial position and results of operations using the modified accrual basis of accounting for governmental funds and the accrual basis of accounting for proprietary and fiduciary funds. The finance officer will also prepare full Government Wide Financial Reports on the full accrual basis each year.

**AUDITING:** The selectboard will cause the Town financial statements to be audited by a qualified, properly licensed independent accounting firm on an annual basis.

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

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

**Statement of Revenue, Expenditures, and Changes in the Fund Balance** showing revenues and expenditures and the difference between the two, the beginning fund balance for the period, the ending fund balance; and

**Balance Sheet** showing town assets less liabilities and the fund balance.

The finance officer 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. In addition, the report should include a narrative section to explain how the Town's current financial position and results of financial activities compare with those of the prior year and with budgeted amounts. The report will also contain a full Management Discussion & Analysis.

The foregoing Policy is hereby adopted by the selectboard and the treasurer of the Town of Underhill, Vermont, this 10 day of May, 2012 and is effective as of this date until amended or repealed.



Chairperson

  
  


Treasurer