

LOCAL AUDITOR REPORT

RSA 41:31

For The Municipality Of _____ Fiscal Year _____

Please review REV Rule 1904 Requirements of Auditors. If your municipality received federal assistance in excess of \$500,000 you may be required to have a special audit under OMB Circular A-133. Please check with your federal assistance granting authority for further information.

TAX COLLECTOR

The tax collector's accounts must be audited when this position is vacated prior to year-end. The selectmen must issue new warrants and supporting lists by tax type and levy and recommit it to the new collector. In addition, be certain the tax collector does not have his/her own municipal checking account.

1. Does the tax collector have a deputy (RSA 41:38)? _____
2. Did you audit the accounts of the tax collector for the current year? _____
3. Did you audit the account of the tax collector for previous years' unsettled warrants? _____
4. Did you mail verification notices to the outstanding accounts on the collector's uncollected lists?

5. Did you compare the redemptions recorded in the Record of Liens book to the remittances to treasurer and to the tax collector's cash receipts journal? _____

6. Did the collector make timely remittances of all funds received to the treasurer as required by law (RSA 41:35)? _____
7. Were abatements in writing and signed by a majority of the selectmen or assessors? _____

8. Where does the tax collector store cash and checks until deposited? _____
Is it a secure location? _____
9. If you have semi-annual billing, were the tax bills mailed out by June 15 per RSA 76:15-a?
_____ If not, when did the assessing officials present the warrant to the tax collector?

FOR DRA USE ONLY

**NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL SERVICES DIVISION
P.O. BOX 487
CONCORD, NH 03302-0487
(603) 271-3397**

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10. Did you verify that the collector has executed tax deeds after two years from the lien (RSA 80:76)? At least 30 days prior to executing the deed, the collector shall have notified, by certified mail, the current property owner and any mortgagees of the impending deeding (RSA 80:77 and 80:77-a). _____
_____ If not deeded, did you verify the deed waivers from the governing body? _____
11. Did you review and concur with the Tax Collector's report form MS-61? _____
12. Did the commitment amounts and warrants fall within the ½% allowable variance of the Department of Revenue's tax rate papers? _____
13. Does the office maintain petty cash? ____ What is the policy for disbursement? _____

BOAT PERMIT FEE AGENT

1. Is your town clerk an official boat agent? _____ If so, did you audit the accounts of the boat permit fee agent? _____
2. Did the boat permit fee agent make timely remittances of all funds received to the treasurer? _____

TOWN CLERK

1. Did you add the total amount received for motor vehicle permits as indicated in the clerk's cashbook? _____
2. Did the clerk account for all permits, which are serially numbered by the state Motor Vehicle Director? _____
3. Did you select sample permits to verify against cashbook entries? _____
4. How many state serially numbered motor vehicle permits were unaccounted for? _____

NOTE: Questions regarding state serially numbered motor vehicle permits should be directed to the Dept. of Safety, Concord, NH 03301. Phone (603) 271- 7213.

5. Did you ascertain the total number of dog licenses issued to obtain the amount received from this source? _____
6. Did the clerk collect penalty fees for dog licenses issued after June 1? _____
7. Was all the money received from the above sources, including fees for dog licenses, turned over to the treasurer? _____
8. Did the town clerk prepare and submit a sworn statement to the town treasurer of the dog license fees submitted or to be submitted to the state treasurer? _____
9. Did you verify that portion of the marriage license fees remitted to the state treasurer? _____

10. Did the town clerk make timely remittances to the treasurer of all funds received? _____

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- 11. Did the town clerk present invoices to the treasurer for allowable fees per RSA 41:25? _____
In what amount? _____
- 12. What other types of fees did your town clerk collect for the town? _____
Did you examine those also? _____
- 13. Does the office maintain petty cash? ____ What is the policy for disbursement? _____

TOWN CLERK'S ACCOUNT

Motor Vehicle Permits Issued \$ _____
Dog Licenses Issued _____
Marriage Licenses Issued _____
Other Permits/Fees _____

TOTAL \$
=====

Remittances To Treasurer:

Motor Vehicle Permits Issued \$ _____
Dog Licenses Issued _____
Marriage Licenses Issued _____
Other Permits/Fees _____

TOTAL \$
=====

Fees Billed By Clerk per RSA 41:25

Motor Vehicle \$ _____
Marriage Licenses _____
Other Permits/Fees _____

Total Fees \$
=====

TREASURER

- 1. Did the treasurer have orders signed by at least a majority of the board of selectmen for each payment?

- 2. Per RSA 41:25, if the town clerk is paid fees, did he/she present the treasurer with an invoice for payment of those fees? _____
- 3. Did the treasurer invest according to the governing body's investment policy under RSA 41:29, IV?

- 4. Did you reconcile the cashbook balance with the treasurer's total year end cash (including but not limited to checking accounts, savings accounts, investments, certificate of deposits, revenue sharing, yield tax escrow accounts)? _____

**TOWN TREASURER'S ACCOUNT
RECONCILIATION OF CASH BOOK AND BANK BALANCES**

CASH BOOK

Balance		
Beginning of Fiscal Year	\$ _____	
Receipts (include interest)	_____	
Total Available During the Fiscal Year		\$ _____
Payments of Fees to Town Clerk	\$ _____	
Other Payments During Fiscal Year	\$ _____	
Total Payments During the Fiscal Year		\$ _____
Balance		
End of Fiscal Year		\$ _____ =====

PROOF OF BALANCE

Balance in _____ Bank, _____, NH per bank statement of
_____/_____/200____. \$ _____

ADD:

Deposits in transit - treasurer should have receipted deposit slips from bank as evidence that deposits have actually been made.

<u>Date of Deposits</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL \$ _____	

LESS:

Outstanding checks (attach a list) \$ _____

ADD:

Cash on hand end of fiscal year \$ _____

CHECK BOOK BALANCE \$=====

ADD:

Savings/investment account balances in custody of treasurer:

<u>Bank</u>	<u>Account #</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
		TOTAL \$ _____

Reconciled total cash balance \$ _____
=====

(Should equal balance end of year)

SELECTMEN/FINANCE OFFICE

1. Were the expenditures supported by vouchers and original invoices or payrolls? _____

2. Did the total selectmen's payments agree with the total treasurer's payments? _____

3. Did the road agent submit weekly expenditure statements to the selectmen (RSA 231:66)? _____

4. Have the selectmen adopted and reviewed an investment policy (RSA 41:29, IV) to maximize investment of funds? _____
5. Do the selectmen have an internal controls policy as required by RSA 41:9, VI and have you examined it?

6. Is there an adequate segregation of duties between the person keeping the books and the person who has custody of the assets? _____

7. Are there adequate safeguards over daily cash and receipts (a safe? locked box?, etc.)?

8. Are receipts, checks, and purchase orders sequentially numbered and all accounted for? _____

9. How are accounts reconciled? For example: between cash, payroll, receivables and payables to invoices, tax receipts, and tax collector/town clerk records? _____

10. Did you examine the comparative list of appropriations and expenditures (RSA 32:10, I(b)? Were appropriations over expended? _____

11. Were the appropriations from special warrant articles (RSA 32:3, VI) used only for the purpose specified in the article (RSA 32:10, I(d)? _____
12. If you have semi-annual billing, was the warrant given to the tax collector by May 15 (RSA 76:15-a)?

13. Does the office maintain petty cash? ____ What is the policy for disbursement? _____

14. Is there a system of inventory control for vehicles and equipment? _____ If so, please explain:

15. What improvements should be made in records and procedures? _____

TRUSTEES OF TRUST FUNDS

1. Were the trust and capital reserve fund securities checked? _____
2. Were proper vouchers produced for expenditures of income from funds? _____
3. Were the capital reserve funds created by vote of the town and school in the custody of the trustees of the trust funds at year-end? _____
4. Were individual records of all trust funds maintained by the trustees? _____ If not, please explain.

5. Have the trustees adopted and reviewed an investment policy (RSA 31:25)? _____
6. Did the trustees complete and submit forms MS-9 and 10 to the Department of Revenue and the Department of Justice (Charitable Trust Division)? _____

TOWN OFFICERS BOND

1. Were the town treasurer, tax collector, town clerk, deputies, boat permit fee agent, and trustees of trust funds bonded by surety companies as required by RSA 41:6 and REV rule 1903? _____ Did you examine the bonds of these officers? _____

OTHER

1. Were the records of the library trustees reviewed? _____
2. Were the records of the cemetery trustees reviewed? _____
3. List other town officials who receive and expend town appropriations? _____

4. Were their records examined? _____
5. Is the town in compliance with RSA 669:7 regarding incompatible offices? _____

Return this report to the Department of Revenue and also give a copy to the Selectmen.

Local Auditors **Date of audit:** _____

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Please sign in ink.