

NH Department of Revenue Administration
Municipal & Property Division
P.O. Box 487, Concord, NH 03302-0487
(603) 230-5090

REPORT OF LOCALLY ELECTED AUDITOR(S)

RSA 41:31-d

Municipality: Webster Pillsbury Lake Audit Fiscal Year: 2022
 Type of Municipality (Town, School or Village District): Village District
 Mailing Address: 376 Deepmeadow Rd.
Webster NH 03303
 Phone #: 603 746-8777 Fax #: 2010 E-Mail: _____
 Contact: Mike Stratton Phone #: _____ E-Mail: _____

Under RSA 41:31-c I, all municipalities shall annually, or more often as necessary, conduct an audit of the accounts of any officer or agent handling funds of the municipality. Elected auditors conducting such audits shall follow audit procedures outlined in NH Code of Administrative Rules, REV 1904 and REV 1907.

This form shall be used by the locally elected auditor to conduct and report the audit required under RSA 41:31-c and 41:31-d.

In the boxes, indicate date the sections of the form were completed.

- | | |
|----|---------------------------|
| X | Part 1. Financial Records |
| X | Part 2. Treasurer |
| NA | Part 3. Tax Collector |
| NA | Part 4. Trustees |
| NA | Part 5. Town Clerk |
| NA | Part 6. Library |

Locally Elected Auditor or Board of Locally Elected Auditors - Please Sign in Ink.

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

Date: 6/12/22

FOR DRA USE ONLY

Part 1. General Ledger/Financial Records/ MS-5, MS-25, MS-35

Questions

1 Who maintains the (general ledger) financial records?

James Dow Treasurer
Name/position

2 What software system is used for the general ledger?

(ex. Quickbooks; Excel; Peachtree; BMSI, etc.)

Quickbooks

3 Who has access (posting capability) to either the general ledger or the general ledger software? (attach list if necessary)

James Dow
Name

Treasurer
Title

Name

Title

Name

Title

4 Do debits equal credits in the general ledger trial balance?

Yes	No	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5 Are balances from the general ledger used to prepare the MS-5, MS-25, or MS-35 report?

Yes	No	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6 Are the following activities maintained as separate funds in the general ledger (if applicable)?

- General Fund
- Water activity
- Sewer activity
- Library activity
- Trustees of trust funds
- School grants
- School lunch
- Revolving Funds (identify: _____)
- Other (identify: _____)
- Other (identify: _____)
- Other (identify: _____)
- Other (identify: _____)

Yes	No	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Yes No N/A

7 Does the cash balance in the general ledger match the Treasurer's reconciled bank balances?

X _____ _____

How often are they reconciled?

X Monthly
_____ Quarterly
_____ Annually

8 Is a copy of the Treasurer's monthly bank reconciliation reports provided to the bookkeeper?

_____ _____ X

9 Does the person who maintains the general ledger also:

Sign (authorize) checks?

X _____ _____

Control unused check stock?

X _____ _____

Prepare bank reconciliations?

X _____ _____

Handle incoming receipts?

X _____ _____

10 Does the general ledger track receivable balances for:

Property taxes?

X _____ _____

Unredeemed taxes?

_____ _____ X

Water?

X _____ _____

Sewer?

_____ _____ X

Other (identify): _____

_____ _____ X

11 Does the general ledger track accounts payable?

X _____ _____

12 Are general ledger receivable balances reconciled to the Tax Collector's detail receivable lists (if applicable)?

_____ _____ X

How often?

_____ Monthly
_____ Quarterly
_____ Annually

13 Does the general ledger system provide budget versus actual expenditure reports?

X _____ _____

If yes, to whom are the budget versus actual reports distributed?

AS REQUESTED

How often? monthly

Yes No N/A

14 Are general ledger adjusting journal entries made?

 _____ _____

If yes, are they approved by anyone other than the preparer?

_____ _____

Name and title of person who approves: COMMISSIONERS

15 Are computer back-ups of the general ledger performed?

 _____ _____

How often?

- _____ Daily
- Weekly
- _____ Monthly

16 Are computer back-ups stored off site?

 _____ _____

If yes, where? TREASURER RESIDENCE

Part 1. General Ledger/ MS-5, MS-25, MS-35 Testing

Yes No N/A

MS-5, MS-25, or MS-35 Financial Report

1 Do the following balances on the year end MS-5, MS-25, or MS-35 report match the general ledger?

General fund revenues	X	___	___
General fund expenditures	X	___	___
General fund balance sheet	X	___	___
Other funds revenues	X	___	___
Other funds expenditures	X	___	___
Other funds balance sheet	X	___	___

If no, explain problems/discrepancies encountered:

General Ledger (and Subsidiary Ledgers)

2 Do the year end general ledger cash and investment balances match the Treasurer's bank reconciliations?

X ___ ___

If no, explain problems/discrepancies encountered:

3 Do the following year end general ledger receivable balances match the Tax Collector's year end annual MS-61 report (towns only)?

Property taxes		___	___	___
Unredeemed taxes		___	___	___
Water		___	___	___
Sewer		___	___	___
Other (describe: _____)	N/A	___	___	___

If no, explain problems/discrepancies encountered:

Comments on procedures or areas of weakness:


NA

Recommendations:

NA

General ledger section completed by:

Date: 6/9/23



Part 2. Treasurer/Cash

Questions

Yes No N/A

1 Does the Treasurer maintain a cash book to track all receipt and disbursement activity for all cash accounts?

Yes: No: N/A: (Handwritten: No)

If no, explain: NO CASH RECEIPT

2 Does the Treasurer's cash book document the remittances from departments and deposits to the bank?

Yes: No: N/A: (Handwritten: N/A)

If no, explain:

3 Does the Treasurer's cash book document vendor/payroll disbursement manifests (check run) numbers and amounts?

Yes: No: N/A: (Handwritten: N/A)

If no, explain:

4 Do month-end cash book balances match actual bank reconciliation balances?

Yes: No: N/A: (Handwritten: N/A)

If no, explain:

5 Are monthly bank statements as of the last day of the month?

Yes: No: N/A: (Handwritten: Yes)

6 Are bank reconciliations prepared each month, within a month of the statement date, for each cash account?

Yes: No: N/A: (Handwritten: Yes)

If no, explain:

7 Who prepares bank reconciliations?

Name: JAIME DEJN Title: OWNER

8 Are monthly bank reconciliations documented, signed, and retained?

Yes: No: N/A: (Handwritten: Yes)

Yes No N/A

9 Are monthly bank reconciliations reviewed and signed off by anyone in addition to the preparer?

Yes No N/A
_____ X _____

If yes, by whom?

Name Title

10 Is a copy of the monthly bank reconciliation report provided to the bookkeeper?

Yes No N/A
_____ _____ X

11 Who is authorized to transfer money between or out of the municipality's bank accounts?

Jaimie Dow
Name Title
TREASURER

Lisa Robinson
Name Title
COMMISSIONER

Name Title

12 Who has the authority to sign (authorize) checks?

Jaimie Dow
Name Title
TREASURER

Lisa Robinson
Name Title
COMMISSIONER

Name Title

13 Do any signature stamps exist?

Yes No N/A
_____ X _____

If yes, are they stored in a secure location?

Yes No N/A
_____ _____ _____

Are there procedures in place for its use?

Yes No N/A
_____ _____ _____

14 Is a check signing machine used?

Yes No N/A
_____ X _____

If yes, is it locked and the key stored in a secure location?

Yes No N/A
_____ _____ _____

Who has access to the signature stamp or machine? _____

15 Is a log maintained to track the chronological sequence of all check numbers issued and voided?

Yes No N/A
X _____ _____

16 Who is responsible for making bank deposits? Is there a delegation of authority for each (RSA 41:29, VI)?

Jaimie Dow
Name Title
TREASURER

Name Title

Name Title

- | | <u>Yes</u> | <u>No</u> | <u>N/A</u> |
|--|-------------------------------------|-------------------------------------|-------------------------------------|
| 17 Are undeposited receipts held in a secure location? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18 Does the Treasurer reconcile total annual Tax Collector receipt remittances (turnovers) to the Tax Collector's records?
(if applicable)
Is that documented? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 19 Does the Treasurer reconcile total annual Town Clerk receipt remittances (turnovers) to the Town Clerk's records?
(towns only)
Is that documented? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20 Does the Treasurer reconcile total annual governing body receipt remittances (turnovers) to their records?

Is that documented? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21 Has the municipality adopted (and annually updated) an investment policy in accordance with RSA 41:9, VII? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22 Document other non-general fund cash accounts maintained by the Treasurer (e.g., conservation commission, police revolving, celebration accounts, etc.) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Account Name	Who authorizes payments?	Reported in general fund?
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>

Part 2. Treasurer/Cash Testing

Yes No N/A

Year End Bank Reconciliations

Obtain year-end documented bank reconciliations and test the following:

- 1 Do "balances per bank" match actual bank statement balances? X — —
- 2 Do "deposits in transit" appear on the following month's bank statement? X — —
 If no, explain: _____

- 3 Were "deposits in transit" posted as receipts in the year-end general ledger cash accounts? X — —
- 4 Do "outstanding checks" match a detail list of actual outstanding checks? X — —
- 5 Is the last outstanding check posted as a disbursement in the year-end general ledger cash account? X — —
- 6 Are other reconciling items appropriately documented? — — X
 Explain other reconciling items: _____

Cash Book

- 7 Do year-end balances in the cash book match the actual bank statement reconciliations? X — —
- 8 Trace two vendor and two payroll disbursement entries in cash book to actual "orders" (manifests) signed by the majority of the governing body (e.g., Board of Selectmen, Village Commissioners, School Board)

	Date of Order	Order Number	Amount	Traced to Approved Order (Manifest)?
Vendor	5/22/02	2642	\$ 410.00	Yes
Vendor	12/10/02	7205	\$ 21,546.00	Yes
Payroll	—	—	\$ —	—
Payroll	—	—	\$ —	—

- 9 Trace three deposit entries in cash book to actual bank statement deposits and to corresponding departmental remittances.

Date of Deposit	Amount	Traced to Actual Bank Statement deposit?
4/25/22	\$ 4131.45	YES
7/25/22	\$ 2822.09	YES
7/12/22	\$ 1828.00	YES
12/22/22	\$ 62,596.47	YES

Other Bank Accounts

- 10 For "other non-general fund" cash accounts (see question 22 on page 3), select three months of bank statements.

Do all year end general ledger cash balances match corresponding bank reconciliations? Yes No N/A
_____ _____ X

Select a random sample of five disbursements from the general ledger and trace to supporting vendor invoices.

<u>Date</u>	<u>Check Number</u>	<u>Vendor</u>	<u>Amount</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

N/A

Observations - Part 2. Treasurer

Comments on procedures or areas of weakness:

Recommendations:

Treasurer section completed by:

Date:

6/4/23

