

ACCOUNTING, AUDITING AND FINANCIAL REPORTING POLICY – TOWN OF GUILFORD

2013

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 Guilford, 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 for local governments as established by the Governmental Accounting Standards Board. The Treasurer, in partnership with the Town Administrator, 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.

AUDITING

Every two years or less, the Selectboard will cause the Town financial statements to be audited by a qualified, properly licensed independent accounting firm.

This audit will be conducted in addition to any audit performed by the Town's elected auditors under 24 V.S.A. § 1681.

MONTHLY AND ANNUAL FINANCIAL REPORTING

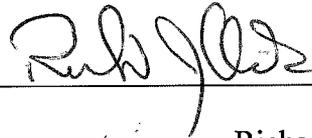
The Treasurer or Town Administrator will prepare monthly financial reports for the Selectboard's management purposes. These will consist of:

- **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 Fund Balance** showing revenues and expenditures and the difference between the two, the beginning fund balance for the period, the ending fund balance
- **Balance Sheet** showing Town assets less liabilities and the fund balance.

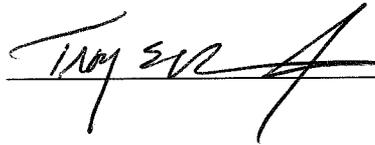
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The Treasurer, in cooperation with the Town Administrator, will also prepare an annual financial report. This report should include financial statements for each of the funds of the Town, as well as appropriate additional disclosures as necessary for the complete understanding of the financial statements presented. In addition, the report should include a narrative discussion 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. This report, together with the most recent independent auditor's 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 Guilford, Vermont, this 13th day of May, 2013 and is effective as of this date until amended or repealed.



Richard J. Clark, Chairman



Troy Revis, Jr.

Anne Rider



Penny Marine, Treasurer