



**VERMONT  
GOVERNMENT FINANCE OFFICERS' ASSOCIATION  
ADMINISTRATIVE POLICY**

**SUBJECT: INTERNAL CONTROL POLICY**

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**I. STATEMENT** – This policy is designed to maintain appropriate controls over the VTGFOA's financial activities.

**II. DEFINITIONS**

*Financial Activities* – These are activities within the Association that deal with budgets, cash receipts and expenditures.

**III. PROCEDURES**

**A. Revenues**

1. Responsibility of Treasurer:
  - a. Accept receipts after VLCT has performed administrative services;
  - b. Deposit receipts;
  - c. Record the same.

**B. Expenditures**

1. Responsibilities of Board of Directors
  - a. Approve all purchases;
  - b. Approve annual budget subject to the final review and approval by the General Membership.
2. Responsibilities of Treasurer
  - a. Pay approved invoices.
  - b. Record the same.
3. The Treasurer and Secretary will be the authorized signers on all VTGFOA bank accounts.

**C. Reporting and Auditing**

1. The Treasurer will reconcile the bank statement monthly.
2. The First Vice-President will review and approve the bank reconciliations monthly.
3. The Treasurer will prepare monthly financial statements for the Board of Directors.
4. The Board of Directors shall appoint a committee of two (2) members to audit the Treasurer's books upon the close of the fiscal year. The findings will be reported to the Board by the November Board meeting and subsequently posted on the VTGFOA website.

Approved: 2011

Reviewed & Revised: May, 2016