

PLODZIK & SANDERSON

Professional Association/Accountants & Auditors

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BOARD MEMBERS QUESTIONNAIRE

To the Members of the School Board:

This document is an integral part of our auditing process. In order to assist us with gathering information necessary to understand the entity and its environment in connection with this year's audit, please answer the following questions concerning your knowledge of the District/SAU's financial procedures, and **return to Plodzik & Sanderson, PA as soon as possible.** Thank you in advance for your cooperation.

1. Do you have any knowledge or suspicions of fraud affecting your entity?

Yes ___ No X If yes, please elaborate below.

Have you received any communications from employees, former employees, regulators, or others alleging fraud?

Yes ___ No X If yes, describe briefly.

2. Have you identified any specific risks of fraud within your entity?

Yes ___ No X If yes, describe briefly.

3. Has the Board adopted a universal code of ethics for members and employees to follow?

Yes X No ___ If yes, please furnish a copy. (Policy GBEA attached)

If yes, does this document prohibit elected officials and employees from doing business with the entity? Yes ___ No X

4. Have you or any related party of yours had any interest, direct or indirect, in any of the following transactions or pending or incomplete transactions since July 1, 2017 to which the School District/SAU or any retirement, savings, pension or other similar plan was, or is to be, a party?

	<u>YES</u>	<u>NO</u>
Sale, purchase, exchange, or leasing of property?	___	<u>X</u>
Receiving or furnishing of goods, services, or facilities?	___	<u>X</u>
Transfer or receipt of income or assets?	___	<u>X</u>
Maintenance of bank balances as compensating balances for the benefit of another?	___	<u>X</u>
Other transactions?	___	<u>X</u>

BOARD MEMBERS QUESTIONNAIRE (Continued)

If yes, please describe below, and note dollar amount of the activity. _____

5. Does the Board formally authorize all disbursements, both vendor and payroll, prior to the release of funds? Yes No

If the answer to the above is No, please describe your knowledge of how disbursements are approved within the system.

6. Describe how the Board stays informed of the latest changes in the laws and regulations pertaining to the entity.

Active members of NH School Board Administration Association. The Superintendent informs the Board about legal issues by distributing copies of SchoolLaw Bulletin & memos from District lawyers.

7. Does the Board review comparative reports of estimated and actual revenues and appropriations and expenditures? Yes No If yes, how often are reports reviewed?

Monthly during the school year.

8. What procedures does the Board follow in reviewing or using these reports? For example, does the Board normally meet with the department heads as part of this process? Also, does the Board review BOTH the revenue and expenditure reports?

Business Administrator presents revenue and expense reports for Board review at second School Board meeting of every month during the school year.

9. Has the Board approved a Disaster Recovery Plan in the event of loss or interruption of the IT function? Yes No If yes, please provide a copy.

10. Is there a written investment policy adopted? Yes No If yes, please provide a copy. (Policies DFA and DFA-R attached) When was the policy last reviewed and approved? June 20, 2018

11. Have you adopted the use of either debit or credit cards by employees? Yes No If yes, please provide a copy of policy covering same. (Policy DGD attached)

12. Does the Board have knowledge of any funds or bank accounts that are not in the custody of the Treasurer? Yes No If yes, provide the name and custodian of account.

All District funds are in the custody of the District's Treasurer. Activity Account funds are in the custody of School Principals.

13. Has the Board approved a fund balance policy in compliance with GASB No. 54? Yes No

BOARD MEMBERS QUESTIONNAIRE (Continued)

14. Does the School District/SAU have knowledge of any crowdfunding activities? If so, please indicate what they are, on what website they are maintained, and who is responsible for them. No

Signed by _____ Date: _____
Chairperson on behalf of the Board