

PLODZIK & SANDERSON

Professional Association/Certified Public Accountants

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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.

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, 2021 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?	_____	X_____
Receiving or furnishing of goods, services, or facilities?	_____	X_____
Transfer or receipt of income or assets?	_____	X_____
Maintenance of bank balances as compensating balances for the benefit of another?	_____	X_____
Other transactions?	_____	X_____

BOARD MEMBERS QUESTIONNAIRE (Continued)

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

5. Does the Board have any concerns over related party transactions? If so, please explain.

No

6. 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.

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

The Board are active members of the NHSBA. The Superintendent informs the Board about legal issues by distributing copies of the School Law Bulletin and memos from the District Attorneys.

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

The School Board reviews financials on a monthly basis during the school year, with the exception of July because of the year end close.

9. 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?

The Business is on the School Board agenda for the second meeting of every month to review revenue and expense reports.

10. 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.

11. Is there a written investment policy adopted? Yes No ___ If yes, please provide a copy. When was the policy last reviewed and approved? June 15, 2022 DFA & DFA-R

12. 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. DGD

BOARD MEMBERS QUESTIONNAIRE (Continued)

13. Does the Board have knowledge of any funds or bank accounts that are not in the custody of the Treasurer? Yes___No_X___ If yes, provide the name and custodian of account.

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

If yes, please provide the most updated copy.

15. 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: _____ Date: _____
Chairperson on behalf of the Board

Printed Name: _____