

TOWN OF RINDGE
FINANCIAL OVERSIGHT POLICY

No. 2025-1

Date: September 10, 2025

- 1.0 Purpose
- 2.0 Scope
- 3.0 Objectives
- 4.0 Delegation of Authority
- 5.0 Internal Controls
- 6.0 Amendments

1.0 Purpose

The purpose of this policy is to create standards for the oversight of the taxpayer's funds when paying bills and for procurement

2.0 Scope

- A. The oversight policy applies to all public funds held in the custody of the Treasurer. These are accounted for in the Town's annual audited financial reports and include the following:
 - (1) General Fund;
 - (2) Special Revenue Funds;
 - (3) Capital Reserve Funds;
 - (4) Revolving Account Funds; and
 - (5) Any new funds created by the Town, unless specifically exempted by the governing body, in accordance with law, or by-law.

3.0 Objectives

- A. The primary objectives of financial oversight for the Town will be proper accounting for expenses. The Treasurer, Town Administrator, Finance Department and Bookkeeper will work closely together to ensure that these objectives are met.
- B. Safety of the Town's monies and properly authorized expenditures, including properly authorized withdrawal and expenditure of Capital Reserve Funds, Expendable Trust Funds and Revolving Funds

4.0 Delegation of Authority

- A. The Financial Oversight policy delegation of authority is stated below:
 - (1) All department expenditures must be approved and properly coded by the Department Head. All expenses greater than One Thousand Dollars (\$1,000) shall be approved by the Town Administrator; unusual expenses over Five Thousand Dollars (\$5,000), shall be approved by at least 2 members of the Board of Selectmen.

- (2) Withdrawals of any amount from the following funds must be approved by at least 2 members of the Board of Selectmen: Capital Reserve Funds, Expendable Trust Funds and Revolving Funds.

5.0 Internal Controls

- A. The internal controls for the Town of Rindge shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, and imprudent actions by employees and officers of the Town.
- B. The Town Administrator will be responsible for implementing and following the Town's internal control policies designed to provide reasonable assurances that these objectives are met. These policies address the following:
- (1) Control of collusion;
 - (2) Separation of transaction authority;
 - (3) Proper expenditure and withdrawal of the Town's monies

6.0 Amendments

- A. This policy may occasionally be amended by a majority vote of the Board, at a regularly scheduled Board meeting.

Approved this _____ day of September, 2025

Bob Hamilton, Chair

Thomas Coneys, Vice Chair

Larry Cleveland, Selectman