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Model Municipal Financial Policies

Please review the Municipal Financial Policies Info Sheet below prior to using financial policy models.

VLCT's model financial policies address several common financial issues that Vermont municipalities face. They have been assembled with the particular needs of small and mid-sized Vermont municipalities in mind. Each model policy assumes that the municipality operates with a basic three or five-member selectboard, elected or appointed treasurer and clerk, and elected auditors. Municipalities that have eliminated the office of auditor - or that operate with a town manager, administrator, bookkeeper, finance officer, or other staff - will need to modify these policies accordingly.

Please note that these model financial policies have been developed for illustrative purposes only. VLCT makes no express or implied endorsement or recommendation of any financial policy, nor does it make any express or implied guarantee of legal enforceability or legal compliance, nor does VLCT represent that any particular policy is appropriate for any particular municipality. Your legal counsel should review any proposed financial policy before adopting it.

Documents:

-  [Municipal Finance Policies Info Sheet.pdf](#) [1]
-  [Model Accounting Auditing and Reporting Policy with Guidance.docx](#) [2]
-  [Model Balanced Budget Policy with Guidance.docx](#) [3]
-  [Model Capital Program and Budget Policy.docx](#) [4]
-  [Model Cash Receipts Petty Cash Returned Check Policy with Guidance.docx](#) [5]
-  [Model Credit Card Policy with Guidance.docx](#) [6]
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Resource Category:

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[2] <https://www.vlct.org/sites/default/files/documents/Resource/Model%20Accounting%20Auditing%20and%20Reporting%20Policy%20with%20Guidance.docx>

[3] <https://www.vlct.org/sites/default/files/documents/Resource/Model%20Balanced%20Budget%20Policy%20with%20Guidance.docx>

[4] <https://www.vlct.org/sites/default/files/documents/Resource/Model%20Capital%20Program%20and%20Budget%20Policy.docx>

[5] <https://www.vlct.org/sites/default/files/documents/Resource/Model%20Cash%20Receipts%20Petty%20Cash%20Returned%20Check%20Policy%20with%20Guidance.docx>

[6] <https://www.vlct.org/sites/default/files/documents/Resource/Model%20Credit%20Card%20Policy%20with%20Guidance.docx>

[7] <https://www.vlct.org/sites/default/files/documents/Resource/Model%20Debt%20Management%20Policy%20with%20Guidance.docx>

[8] <https://www.vlct.org/sites/default/files/documents/Resource/Model%20Fraud%20Prevention%20Policy%20with%20Guidance.docx>

[9] <https://www.vlct.org/sites/default/files/documents/Resource/Model%20Fund%20Balance%20Reserve%20Policy%20with%20Guidance.docx>

[10] <https://www.vlct.org/sites/default/files/documents/Resource/Model%20Investment%20Policy%20with%20Guidance.docx>

[11] <https://www.vlct.org/sites/default/files/documents/Resource/Model%20Trustees%20of%20Public%20Funds%20Investment%20Policy%20with%20Guidance.docx>

[12] <https://www.vlct.org/sites/default/files/documents/Resource/Model%20Reserve%20Fund%20Policy%20with%20Guidance.docx>

[13] <https://www.vlct.org/municipal-assistance/municipal-topics/finance>

[14] <https://www.vlct.org/resource/model-purchasing-policy-template-and-guidance>

[15] <https://www.vlct.org/resource/internal-financial-controls-checklist-municipalities>