

January 11, 2010

To The Select Board,
Town of Fair Haven

We performed agreed upon procedures on the Treasurer/Clerk's bank account for the period July 1, 2008 through June 30, 2009. These procedures included reviewing reports filed with the State and federal government to determine the reasonableness of the net income projection, and to review all checks written and deposits made.

A summary of the account and some facts about the fees are attached. In addition, deposits slips did not identify the source of the funds being deposited and there were no back up records. Our recommendation is to put the Treasurer and Clerk positions on a salary and have all fees go to the Town.

Sincerely,

Angolano and Company
Firm Registration Number 144

Town of Fair Haven
Treasurer/Clerk Account
For The Twelve Months Ended June 30, 2009

Beginning Cash Balance 7/1/08		\$ 4,748.21
Depc Receipts:		
Interest Income	\$52.86	
Dog Licenses	3,543.00	
Marriage Licenses	1,080.00	
Hunting and Fishing licenses	5,530.50	
Motor Vehicle Licenses	14,634.00	
Passports	884.70	
Recording Fees Etc	<u>16,765.51</u>	
Total Receipts		\$42,490.57
Expenditures:		
Department of Motor Vehicle	\$ 13,703.85	
Fish and Wildlife	5,671.00	
Cash	2,800.00	
Susanne Duchane	2,800.00	
Kelly Riest	200.00	
Marc Riest	400.00	
State of Vermont	6.00	
Town of Fair Haven	9,556.00	
U S Department of State	884.70	
Vermont State Treasurer	1,785.00	
Returned Checks	146.00	
Direct Payments on Credit Card	6,800.00	
Unidentified check	158.21	
Check Fees	<u>138.10</u>	
Total Expenditures		<u>\$ 45,048.86</u>
Ending Cash Balance 6/30/09		<u>\$ 2,189.92</u>
 Total Receipts		 \$ 42,490.57
Expenses associated with Receipts		
Department of Motor Vehicle	\$ 13,703.85	
Fish and Wildlife	5,671.00	
State of Vermont	6.00	
U S Department of State	884.70	
Vermont State Treasurer	1,785.00	
Returned Checks	146.00	
Unidentified check	158.21	
Check Fees	<u>138.10</u>	
Total Expenses		<u>\$ 22,492.86</u>
Net Fees		<u>\$ 19,997.71</u>

Of the net fees approximately \$2,000 each year is for record restoration and preservation.

Town of Fair Haven
Treasurer/Clerk Account
Facts for the Fiscal year ended June 30, 2009

1. A Receipt is generally completed each time someone pays for a recording that identifies what type of recording it is. Part of the fee collected is for photocopies. The photocopy portion is turned over to the Town along with the copy of the receipt. The photocopy portion is not identified separately on the receipt, and the receipts were not available

- 2 Dog tags are \$8.00 and \$12.00 except when late, then there is an additional fees of \$2.00. The State is pad \$1.00 per license, plus \$2.00 a surcharge for licenses before 3/31 and \$3,00 after 3/31.. Some of the receipts did not have the amount indicated on them.

- 3 Motor vehicle fee is \$3.00 per renewal regardless of the amount of the renewal. Some renewals are done with a check directly to the State and some are done in cash. Checks written to the State of forwarded to the State. The \$3.00 fee is not included in the check from the person renewing the license. For cash renewals, the cash is deposited and a check less the \$3.00 is written to the State. For these renewals we were missing the first six months of the year.

4. The fee for a marriage license is \$45.00 with \$10.00 being retained by the Town Treasurer. 24 marriage licenses were issued during the fiscal year and 0 Civil Union licenses.

5. For hunting and fishing licenses the Treasurer receives the full amount, retains \$1.50 and pays the balance over to the State monthly. Then there is an annual recap of the totals that is sent to the State each January, to account for all licenses and duck stamps.

6. For passports, the treasurer gets \$25 for processing. As with vehicle registrations, checks are written to the federal government and sent directly to the feds. If paid in cash, deposited, and check written to the feds.