

**TOWN OF BROWNVILLE  
FINANCIAL MANAGEMENT POLICY**

**I. Analytical Review of Excise Tax Collections**

**Purpose:** The objective of the policy is to strengthen internal control over excise tax collections and obtain information that can be used for budgeting excise tax revenues. It is the policy of the Town of Brownville to have the Selectmen review a report of the analysis of excise tax collections at least quarterly.

**Policy:** The Treasurer shall perform an analytical review of excise tax collection report on an on-going basis. This report shall be presented to Selectmen at the first Board meeting following the end of a quarter. If there are significant changes in the amount of excise taxes collected for a particular period of time, an explanation shall be included as part of the report.

**Oversight:** The policy and procedure is for the benefit of the Board of Selectmen. Therefore, additional oversight, or review, is not needed to determine whether it has been implemented and is being followed. *This policy shall be reviewed by the Board of Selectmen at least every three years to determine if it should be modified.*

**II. Excise Tax Collection Review of Motor Vehicle and Boat Registrations**

**Purpose:** The purpose of this policy is to ensure management is observing accurate accountability of excise tax paid to the Town of Brownville.

**Procedure:** When each month is closed, the Tax Collectors will review the following information to ensure that all information corresponds with the State Motor Vehicle and/or Recreational Vehicle reports for the month:

- Number of excise forms for the month;
- Number of voided forms for the month;
- Number of duplicate excise forms for the month; and
- Amount of excise dollars collected for the month.

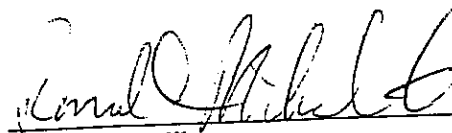
**Oversight:** The Town Manager will review information provided, performing analytical review as needed, and then date and initial the report. At least once per quarter, or as requested, a summary report will be sent to the Board of Selectmen for review.

*We, the duly elected municipal officers for the Town of Brownville, hereby adopt the above-described Financial Management Policies related to accountability and accuracy within the processes of collecting excise tax for the Town of Brownville:*

  
Dennis Green, Chairman

  
Gary Cook

  
Walter Durant

  
Ronald Mihalik

*Date of Original Adoption: May 13, 2004  
Date of Most Recent Revision: May 13, 2004*