

INTERIM FINANCIAL REPORTING PROCEDURES

POLICY: Management will present monthly financial reports to the Board of Directors comparing budgeted performance with actual.

Responsible: VP Finance / Chief Financial Officer
Latest Rev: 12/1/2022

Approved:

PURPOSE: To provide the Board of Directors with up-to-date financial information for their review and analysis.

PROCEDURE:

1. The Vice President Finance/CFO will oversee the preparation of monthly financial reports from agency general ledgers including the following:
 - a) Balance Sheet
 - b) Income Statement comparing year-to-date budget amounts with year-to-date actual amounts.
2. The President/CEO will review and approve these reports for presentation and / or distribution to the Board of Directors.