



Appendix 3.2

Fiscal Controls

Financial Reports and Frequency

Monthly Reports:

The Senior Account and Chief Financial Officer prepare a set of monthly financial reports for distribution to the Board of Directors for review. The reports include: a balance sheet, a profit and loss statement, and a cash status and forecast report. The financial reports are reviewed and approved by the Chief Executive Officer and Treasurer of the Board, prior to distribution to the full board.

Annual Audit:

A Certified Public Accounting Firm is engaged to perform an annual financial audit and any other independent annual reports required by the funding sources.

Bids for an independent auditor to conduct the annual audit may occur every three to five years, between April 15 and May 15. The auditor selection is submitted to the funding sources by July 15.