

Havasu Community Health Foundation

Policy for Monthly Financial Reporting & Closing

Board Approval: Thursday, May 15, 2014

Purpose of this Policy

The end-of-the-month accounting procedures are to ensure that financial records are balanced and memorialized before the start of a new month.

The Board of Directors of the Havasu Community Health Foundation has serious duties with respect to oversight of the foundation's financial affairs, which occurs throughout the year and not just at year-end. Our directors need to have an understanding of how financial information is presented, and be completely satisfied with the appropriateness of the monthly financial reports given to them by the Executive Director.

After adjustments and calculations, the Executive Director will create a profit-and-loss statement and other necessary financial reports to be signed by the Treasurer and presented to the Havasu Community Health Foundation Board of Directors for financial approval.

The Finance Committee recognizes that when an error in our financial reporting occurs in a previous month or (a transaction is started in one accounting period and finished in a later period) an adjusting journal entry is required to properly account for the transaction.

In the end, it is the Board of Directors that holds ultimate accountability for the financial affairs of the foundation and we must be guaranteed that the monthly financials that we review and approve are finalized.

Executive Board Approval, May 8, 2014