

Reporting Requirements



Policy #	BRD-15	Date Created	February 2007
Authority	BOARD	Date of Last Review	November 2018

POLICY

Program and risk related reports are prepared and distributed to Board members and funders as required for board accountability, information and contractual requirements.

PROCEDURE

1. A schedule of reporting to the board of directors is included in the annual board workplan
2. The Board receives full program reports on a quarterly basis
3. The Executive Director or his/her delegate provides narrative/statistical reports to the Board consistent with funder contractual obligations.
4. Financial reporting requirements are detailed in Policy FIN-05 Financial Reporting Requirements.