

Grant County Fire Protection District 3

POLICY AND PROCEDURE

1. NUMBER: 5.4.1
2. SUBJECT: *Monthly Financial Reports*
3. POLICY: It is the Policy of the Board of Commissioners to be kept promptly informed about the District's financial affairs.
4. SCOPE: This Policy and Procedure is applicable to the District Fire Chief and the District Secretary.
5. RESPONSIBILITIES:
 - A. The District Secretary shall be responsible for enforcing the provisions of this Policy and Procedure.
6. PROCEDURE:
 - A. The District Secretary shall be responsible for presenting to the Board of Commissioners the following Monthly Financial Reports:
 1. Tax Receipts
 2. Budget to Expense Report
 3. Income Statement
 4. Fund Balances
 - B. Annually, a Statement of Changes in Financial Position (for all funds) shall be presented to the Board of Commissioners for their review.