**EDWIN FAIR COMMUNITY MENTAL HEALTH CENTER, INC.**

**ADMINISTRATIVE MANUAL**

**FINANCIAL STATEMENTS**

**POLICY:**

Financial Statements shall be prepared for a current overview of financial status, using generally accepted accounting principles.

**PROCEDURE:**

The financial statements shall be prepared by the Accountant monthly.

They shall include Balance Sheet, Statement of Revenues and Expenditures vs. Budget, and Statement of Revenues and Expenses by County and Program.

The reports shall be distributed to funding sources upon request, monthly to Board Members, Management Team, and Program Coordinators.