Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 6.1.02

2. SUBJECT: ***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 or designee as well as the District Secretary.

5. RESPONSIBILITIES:

   A. The District Fire Chief or designee shall be responsible for enforcing the provisions of this Policy and Procedure.

6. PROCEDURE:

   A. The District Secretary's responsibility is to present a financial report to the Board of Commissioners at their regular monthly meeting. This report should include: tax revenue, other income, fund balances and a budget-to-expense breakdown.

   B. A fiscal year end statement of changes in financial position (for all funds) will be provided to the Board of Commissioners for their review.