

**Ottawa County Human Services Coordinating Council  
Operating Guidelines Manual**

**Title:** Financial Reporting  
**Guideline #:** FM - 100  
**Effective:** August 23, 2006  
**Revised:** None

**Purpose:** This guideline provides for financial reporting requirements and duties related to those responsible for financial reporting; the approval of accounting records and to ensure that funds are expended and recorded appropriately.

**Applicability:** Fiduciary(s) and Executive Committee

**Definitions:** None

**Guideline:** Financial records shall be maintained by the fiduciary(s). The fiduciary, with any requested assistance from staff, shall report the status of the budget quarterly to the executive committee at a regularly scheduled meeting. The records and reports shall include but not be limited to:

- Expenses related to coordination, operation, administration, and grant fund distribution;
- Revenues related to earned income, dues, and grant funds received;
- Any budget deviations and recommended corrective course of action;

**Procedure:** Each quarter the fiduciary shall provide a written report, in a format approved by the executive committee, to the executive committee at a regularly scheduled meeting. Reports will be made in February, May, August, and November. The executive committee will review this report and provide feedback to the fiduciary. Suggested changes and correction should be made in a timely manner and in preparation for presentation to the board at the next regularly scheduled meeting.