

Procedures to review CCFF Financial Records-

Drafted 12/15/2020

Adopted by Executive Board on 01/25/2021

Any CCFF member may request to view the local's financial documents by emailing a request to the local's president and treasurer. The president and/or treasurer will set up a meeting with the individual member to review the requested documents within 10 business days of when the request is received.

Members may request to view the most recently completed (up to 10-years) *Due to Covid-19 we may not have access to physical documentation prior to fall 2018:

- 1) Annual financial review document and/or audit
- 2) State and federal tax return Form-990
- 3) Adopted annual budget
- 4) Itemized statement of activity
- 5) Statement of financial position