



EXTENDED CHILD CARE OF SONOMA COUNTY

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TEL (707) 542-2402 FAX (707) 222-6233

POLICY TO PROVIDE FINANCIAL INFORMATION TO THE PUBLIC

POLICY:

It is the policy of Extended Child Care of Sonoma County (ECC) to provide appropriate financial information to members of the public upon request. As a non-profit organization, we are not bound by the California Public Records Act or the Federal Freedom of Information Act.

However, it is our policy to make our most recently audited financial statements available to the public on our website at www.extcc.org. Additionally, upon request, we will provide our audited financial statements and/or our IRS Form 990 to members of the public according to the following terms:

PROCEDURE:

- Request for financial information must be made in writing and addressed to either the Executive Director or the President of the Board of Directors.
- ECC will provide the financial information requested within ten (10) working days of receiving the written request.
- In the interest of confidentiality, ECC will black out information on the Form 990 concerning staff salaries, major contributors and any other sensitive information.
- ECC will provide our audited financial statements, auditors' report and the report on findings and questioned costs (if applicable). We will not provide any accounting and reporting requirements for the California Department of Education.
- Due to the high costs of postage and duplication, those requesting the information will be asked to reimburse ECC the cost of postage and copies. Copies will be charged at twenty-five (25) cents per copy.