

**POLICY TO PROVIDE FINANCIAL INFORMATION TO THE PUBLIC**

Effective 7/1/2009

Approved by Board of Directors 6/18/09

**POLICY:**

It is the policy of The Community Child Care Council of Sonoma County, Inc. (4Cs) 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. However, it is our policy to make our most recently audited financial statements available to the public on our website at [www.sonoma4cs.org](http://www.sonoma4cs.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 Finance Director.
- 4Cs will provide the financial information requested within ten (10) working days of receiving the written request.
- In the interest of confidentiality, 4Cs will black out information on the Form 990 concerning staff salaries, major contributors and any other sensitive information.
- 4Cs will provide our audited financial statements, auditors' report and the report on findings and questioned costs (if applicable). We will not provide the supplemental 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 4Cs the cost of postage and copies. Copies will be charged at twenty-five (25) cents per copy.