

CHAPTER:	Reports	DATE ADOPTED	NUMBER
<b>GOVERNANCE</b>		August 10, 1999	106
		Revised November 15, 2005	
	Revised November 13, 2012		
<b>SYNOPSIS:</b>			
1	Secretary's Monthly/Annual Report		
2	Treasurer's Annual Report		
3	Annual Financial Statement Published		
4	Audit		
5	President's Annual Report		
1	Secretary's Monthly/Annual Report: The Board Secretary shall file with the Board each month a complete financial statement of the preceding month's business. This statement shall be enclosed with the agenda sent to the members of the Board prior to the regular monthly meeting. The Board Secretary shall make an annual report to the Board on or before its regular October meeting.		
2	Treasurer's Annual Report: The Board Treasurer shall make an annual report to the Board at its regular September meeting.		
3	Annual Financial Statement Published: A summarized statement verified by affidavit of the Board Secretary showing the receipts and disbursements of all funds for the preceding fiscal year shall be published during the second week of August in at least one newspaper of general circulation. Such summarized statement must show the names of persons, firms, or corporations and the total amount paid to each during the school year.		
4	Audit: The Board shall have a certified public accountant conduct, or cause to be initiated by the state auditing agency, an annual audit of the financial affairs of the College in accordance with the statutes of the State of Iowa.  Such annual audit reports shall remain on permanent file with the Board Secretary as custodian.		
5	President's Annual Report: The President or designee shall make an annual report to the Board on or before its regular October meeting which shall contain a summary of achievements of the College and a presentation of key data for the previous fiscal year.		