



POLICY - DISTRIBUTION OF FINANCIAL INFORMATION TO THIRD PARTIES - RISK MANAGEMENT

SCOPE

This policy applies to all financial information requested by a third party, regardless of format.

POLICY

Community Living Fort Frances and District may occasionally be required to provide financial information to third parties. These requests may be necessary to comply with licensing agreements, fulfill funding application requirements, or address financial matters related to supported individuals. Regardless of the nature of the request, the Chief Executive Officer (CEO) must approve the distribution before release.

PROCEDURE

The employee receiving the request shall prepare the financial information in the format requested by the third party.

All financial documents must be clearly labeled as audited or unaudited, as appropriate.

The financial information shall then be given to the Chief Executive Officer or designee for review and approval. The purpose and the intended use of the requested material, and the source of the request, should also be made clear.

The CEO must approve of the distribution before it is released.

Approved: March 26, 2025

President: 