

Board of Directors Approved Financial Statements Template

Purpose

The template for Board of Directors Approved Financial Statements is **applicable only for incorporated not-for-profit organizations with an annual revenue of less than \$75,000**.

In lieu of Notice to Reader reports, organizations that fit the criteria (annual revenue less than \$75,000) may submit this template with financial statements for the last two years and YTD (year-to-date) Balance Sheet and Income Statement.

Please note that the financial statements submitted with this template must include:

- Statement of Financial Position
- Statement of Operations
- Statement of Changes in Net Assets
- Statement of Cash Flows

Financial statements must be made available no later than 6 months after the end of your organization's fiscal year. For example, if your year end is December 31, 2023, then your financial statements must be available no later than June 30, 2024.

Template

The sections below must be completed by the applicant.

Date:

Resolution of the Board of Directors

Of

(Name of Organization)

Financial Statements for the period ending:

(Fiscal Year-End)

Resolved that the financial statements of (Name of Organization)

for the

financial year ended (Financial Year-End Date)

are approved by the Board of

Directors and the Directors are hereby authorized to sign the Financial Statements.

These statements have not been prepared through an audit or review engagement and accordingly, the Board of Directors expresses no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

The undersigned, Board of Directors of (Name of Organization)

hereby approve the financial statement(s) attached.

Board of Directors Signatures:

Director Name:			
Director Position on the Board:			
Date signed:			