# Article 6: Financial Administration and Recordkeeping

## Section 6.1 Fiscal Year

The fiscal year of the Corporation shall be January 1 – December 31.

## Section 6.2 Checks and Notes.

The Corporation may contract with an external Business Services Provider (BSP) which will be responsible for managing accounts payable and accounts receivable and bank accounts. The Treasurer shall be the lead Director for oversight of the financial condition and affairs of the Corporation and shall have the duty and power to keep and be responsible for all funds of the Corporation. A contract BSP may maintain financial records under the direction of the Treasurer. Additional necessary documents may be provided to the BSP for their records, such as signed Membership Agreements.  A contract BSP may directly support the annual budgeting process and provide detailed, monthly financial reports including budget vs. actual to the Treasurer.  Under the direction of the Treasurer, a BSP may provide tax filings, including, specifically, those required to maintain the Corporation’s non-profit status under California State law for California Nonprofit Mutual Benefit Corporations. A BSP will provide financial information upon request and will perform an independent audit at the request of the Corporation.

## Section 6.3 Maintenance of Corporate Records; Reports; Inspection

The Corporation shall keep records of Board proceedings and actions, corporate records such as its Certificate and Bylaws, records of its contractual relationships, andrecords at its principal office. Subject to reasonable confidentiality requirements, any member shall have the right to inspect these records upon request.