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|  | <b>Policy No:</b> P-201  |
|   | <b>Effective Date:</b> May 4, 2015   |
|   | <b>New</b> <input type="checkbox"/> <b>Revised</b> <input checked="" type="checkbox"/> |
| <b>ANNUAL REPORT</b>  |  |

**PURPOSE**

The purpose of this policy is to assure that SOWIB provides timely and accurate information to the public concerning its performance.

**POLICY**

1. Each year, SOWIB shall publish an annual report regarding the preceding Fiscal Year, which is July 1 through June 30. The annual report shall be published within six months of the preceding year and shall contain a description of the programs provided, clients served, subrecipient activities, performance relative to performance measures and strategic and operating plans, and annual financial audit.
2. The annual report shall be produced in a form suitable for web site presentation and printed copies shall be made only for the Coos, Curry, Douglas Workforce Consortium, SOWIB Board, US Department of Labor, State of Oregon Department of Community Colleges and Workforce Development, and official archives of the SOWIB.

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**Kelly Morgan, Board Chair**