I. Policy:

It is our policy to provide timely and accurate Financial Statements monthly following Generally Accepted Accounting Principles (GAAP).

II. Procedures:

A. Record daily operational financial transactions into the proper month and year throughout the month.

B. Once all financial transactions have been entered for the month reconcile all accounting system modules and subsidiary ledgers.

C. Record monthly journal entries.

D. Reconcile balance sheet accounts.

E. Review revenue and expense accounts.

F. Prepare Financial Statements

G. Give Financial Statements to the President/CEO, Board of Directors, and Felician Services, Inc.

H. Close accounting systems for the month.