

## **Heaven Sent Community Services and veterans assistance**

### **Requests for Financial Statements**

Heaven Sent Community Services maintains a structured policy for handling requests for financial statements to ensure transparency, compliance with nonprofit regulations, and protection of sensitive data, particularly for its veteran's assistance programs. Policy Purpose This policy outlines procedures for responding to financial statement requests from donors, grantors, veterans, regulators, or other stakeholders. It promotes accountability while safeguarding organizational finances. Requests are processed uniformly to maintain consistency

Eligibility and Scope Financial statements, including balance sheets, income statements, and cash flow reports, are available for the most recent fiscal year and prior two years. Public summaries are provided to veterans and community members upon request; full audited statements require a legitimate purpose, such as grant compliance or VA partnerships

Restricted data, like donor-specific details, remain confidential. Request Procedure Submit requests in writing via email to [finance@heavensentcs.org](mailto:finance@heavensentcs.org) or mail to the administrative office, including requester's name, contact information, affiliation, and purpose. The Finance Director reviews within 5 business days. Approved requests receive statements electronically or by mail within 10 business days

Approval Criteria Donors or grantors: Automatically approved for statements related to their contributions. Veterans: Summarized assistance program reports provided free of charge. Regulators or auditors: Full access with verification. Denials occur for incomplete requests, commercial intent, or legal restrictions; notifications explain reasons

Records and Compliance All requests and responses are logged for 7 years per records of retention standards. This policy aligns with Florida nonprofit laws and VA financial guidelines, with annual reviews for updates, Violations prompt staff training or disciplinary action.