



## **KLCS OPEN FINANCIAL RECORDS POLICY**

Pursuant to the Communications Act of 1934, as amended (47 U.S.C. § 396(k)(5)), KLCS maintains the following policy regarding open financial records:

The public inspection file of KLCS is maintained in a file cabinet at its administration office, and is available for inspection by any person coming to the station requesting to view the files at any time during the station's regular business hours from 9am to 5pm, Monday through Friday. Included in these public files are material enumerated in Section 73.3527 of the Federal Communications Commission's rules (47 C.F.R. §§ 73.3527), as well as financial records required by Section 396(k)(5) and Section 396(1)(3)(B) of the Communications Act of 1934 (47 U.S.C. 396) and employment records required by Section 396(k)(11)(B) and Section 396(k)(11)(C) of the Communications Act of 1934 (47 U.S.C. 396). These financial and employment records include, but are not limited to:

- The Policies and Procedures Manual for CPB Certification Requirements for Station Grants Recipients,
- The current CPB Annual Financial Report (AFR)
- The current audited annual financial statements or other financial statements filed with CPB, including reports from CPB required audits conducted by independent certified public accountants, according to CPB-adopted audit standards, and any financial statements which CPB may permit to be submitted in lieu of such audit reports under certain circumstances,
- Other information regarding finances submitted to CPB related to any funding agreement with CPB that requires a financial report
- The current Station Activity Benchmarking Survey (SABS)
- The current Stations Activities Survey (SAS)
- The current Local Content and Services Report
- The current FCC EEO Public File Reports
- Other reports and meeting minutes that are also open to the public

These reports can also be found on the station website at [www.klcs.org](http://www.klcs.org).

The station's Broadcast Compliance Specialist manages the maintenance of the public inspection file to ensure compliance with the Communications Act of 1934, as amended, and is responsible for placing the reports once completed into the public inspection file. In addition, the Broadcast Compliance Specialist provides these reports to the webmaster of the station, who is then responsible for placing these reports on the station website. The Broadcast Compliance Specialist also services all persons requesting to view the reports.

Material in the public inspection file is available for printing or reproduction upon request made in person at the Station's administration office. Requests for printing or reproduction will be fulfilled within seven (7) business days of the request at a cost of 10¢ per page.

Certification of KLCS' continued compliance with the open financial records requirement is completed each year as part of the Certification of Eligibility included in the Integrated Station Information System (ISIS). This certification is executed by the General Manager of KLCS and the President of the Board of Education of the LAUSD.