

OPEN FINANCIAL RECORDS

Northwest Indiana Public Broadcasting, Inc. (NIPB) in order to comply with open financial records requirements of the Act provides the following reports are made available for public inspection:

Annual Financial Report (AFR) filed with the Corporation for Public Broadcasting (CPB)

Audited 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

Public Files:

Public files are located in the main administrative area of the station, in a file cabinet accessible for any person coming in to the station requesting to view our files. Included in these public files is the Policies & Procedures Manual for CPB Certification Requirements for Station Grants Recipients, the current CPB Annual Financial Report, the current annual audit and tax return, the current Station Activity Benchmarking Survey (SABS), the current EEO report, and other reports and meeting minutes that are also open to the public. These reports can also be found on our website at www.lakeshoreptv.com.

It is the responsibility of the station employee who completes any of the above reports to place the report in this public file upon completion each year. The station's Human Resource Manager manages the maintenance of these files to ensure compliance with the Communications Act. In addition, the HR Manager provides these reports to the webmaster of the station, who is then responsible for placing these reports on our website.

The HR Manager also services all persons requesting to view the above mentioned reports. In the event a person is not able to view these reports via the Internet, public asking to view our public files would be asked to make an appointment. At that time, the HR Manager will escort the public to the conference room where they can view the file. Arrangements for photocopying the financial records can be made at cost.

Certification of NIPB's continued compliance with the open financial records requirement is completed each year as part of the Certification of Eligibility included in the Stations Grant Management System (ISIS). This eligibility is executed by President/CBO of the station, and by the Vice President of Administration.