



- 1.2.1 The purpose of this report is to provide an annual review and written report of the issues and conditions that affect risk, worker's compensation, and liability for the Authority. The report should review operational and facility issues to identify potential problems. Typically, this report is prepared for inclusion in the Annual Report.
- 1.2.2 The General Manager is responsible for the preparation of this report.
- 1.2.3 This report is prepared annually and is distributed as part of the Annual Report under the "Safety" heading.

### **1.3 Community Involvement Report**

- 1.3.1 The purpose of this report is to provide an annual summary of community involvement issues and activities.
- 1.3.2 The Support Services Manager is responsible for the preparation of this report.
- 1.3.3 This report is prepared annually, by fiscal year, and submitted to the General Manager and distributed to staff at a regular Staff Meeting.

### **1.4 Monthly Accounting Reports**

- 1.4.1 The purpose of these reports is to establish a system to ensure the orderly, accurate, and complete documentation of the flow of funds.
- 1.4.2 The Senior Administrative Assistant assigned to the Business Division is responsible for the preparation of these reports.
- 1.4.3 These reports are prepared monthly and submitted to the General Manager. They are filed and maintained in the business office and distributed as required.

### **1.5 Report of Potential Liability**

- 1.5.1 The purpose of this report is to identify all incidents where employees have allegedly performed in any manner that created an increased likelihood of death or injury to persons or significant loss of property.
- 1.5.2 The Operations Supervisors are responsible for the preparation of these reports.
- 1.5.3 These reports are prepared whenever an incident as described above occurs and they are prepared and distributed in accordance with Policy No. 7010 (Communications Concern/Inquiry Form).