



## POLICIES AND PROCEDURES

### CORPORATE POLICY

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Subject: Form 990 Review Policy

Policy No.: 124

Orig. Date: 09/29/09

Last Revision Date: 09/29/09

Revision:

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- A. Purpose**
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#### **A. Purpose**

Procedures for the Foundation to comply with the annual 990 Tax Form.

#### **B. Background**

Each year, the Foundation prepares and submits its Form 990 to the Internal Revenue Service in compliance with Internal Revenue Code rules and requirements. Staff shall gather the information necessary for the preparation of the form to collaboratively prepare a complete and accurate document for filing.

#### **C. Policy**

At least two (2) weeks prior to filing of the annual Form 990, the Chief Financial Officer shall distribute the final draft of the form to each member of the Foundation's Board of Directors for their review and comment. Comments or changes suggested by such Board member shall be forwarded to the Foundation's Chief Financial Officer, who shall revise the form if necessary and thereafter submit it to the Internal Revenue Service for filing.



## **POLICIES AND PROCEDURES**

### **D. Reports to the Board**

The Executive Director shall periodically report to the Board on compliance subject to this policy statement.

### **E. Implementing Guidelines**

The Executive Director is authorized to establish written management guidelines consistent with and in implementation of this policy statement.