

BOARD REVIEW OF IRS FORM 990 POLICY #104

Policy Administrator:	Executive Director or designee
Authority:	Section 89900 of the Education Code and Section 42400 of Title 5 of the California Code of Regulations
Effective Date:	06/11/09
Updated:	06/20/19, 12/12/23
Cross References:	Related policies

Policy Statement: This policy establishes Auxiliary Services' procedures to review IRS Form 990 by the Board of Directors (Board) prior to the annual filing of the form. Auxiliary Services recognizes that the Board, in its governance role, conduct an annual review of Form 990. Accordingly, Auxiliary Services herein provides a mechanism to review Form 990 by the Board before it is filed annually.

Procedures: Senior management is responsible for the timely preparation of Form 990.

- Provide completed Form 990 to the Board for review in advance of the filing deadline. All questions, concerns, etc., by the Board will be addressed by the Executive Director and incorporated into the Form 990 as appropriate.
- Address all input from the Board; then, senior management will file the final Form 990 as required.
- A Board resolution is not required to file Form 990; acknowledgement of the Board review of Form 990 will be recorded in the corporate minutes.

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