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POLICY: BOARD REVIEW OF IRS FORM 990  
SECTION: GENERAL ADMINISTRATION

POLICY #: 104  
EFFECTIVE: 03/11/2010

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### **BACKGROUND · PURPOSE**

The purpose of this policy is to establish ASC's procedures for review of IRS Form 990 by the Board of Directors (Board) prior to the annual filing of the form.

### **POLICY**

ASC recognizes that the governance role of its Board should include the annual review of Form 990. Accordingly, the ASC shall provide a mechanism for review of Form 990 by the Board prior to its annual filing.

### **PRACTICE**

1. Senior management is responsible for the timely preparation of Form 990.
2. The completed Form 990 will be provided to the Board for review in advance of the filing deadline. All questions, concerns, etc. of the Board will be addressed by the Director of Administration and Finance and incorporated into the Form 990 as appropriate.
3. After all input from the Board has been appropriately addressed, senior management will file the final Form 990 as required.
4. A Board resolution is not required to file Form 990. Acknowledgement of the board review of the Form 990 will be recorded in the corporate minutes.

### **APPROVAL**

Approved by the ASC Board of Directors on 03/11/2010, effective immediately.