

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:	04/25/19 (approved 06/20/19)
Cross References:	Related policies

Policy Statement: 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. 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

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

- 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 Executive Director and incorporated into the Form 990 as appropriate.
- After all input from the Board has been appropriately addressed, 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 the Form 990 will be recorded in the corporate minutes.

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