



## IRISH AMERICAN BUSINESS CHAMBER & NETWORK (the “Chamber”)

### FORM 990 REVIEW POLICY

EFFECTIVE AS OF May, 2013

#### PURPOSE OF THE POLICY

- The purpose of the policy is to create a process for preparation and review of the Form 990 and its distribution to all board members of the Chamber prior to filing with the Internal Revenue Service (“IRS”). This process will provide the Board the opportunity to review the Form 990 while also ensuring that annual filing deadlines may be met.

#### PROCEDURE FOR PREPARATION AND REVIEW OF THE FORM 990

- The President and Treasurer of the Chamber are responsible for the timely preparation of the Form 990. The President and Treasurer may confer with accountants and legal counsel of the Chamber with respect to drafts of the Form 990.
- Copies of the completed draft Form 990 (including required schedules) will be distributed to the Executive Committee in either electronic or paper form for review and approval. Any questions or concerns will be noted and addressed, and the President and Treasurer will ensure that changes are incorporated into the Form 990 as appropriate.
- Copies of the draft Form 990 will then be distributed to the Board in either electronic or paper form for review and approval. Any questions or concerns will be noted and addressed, and the President and Treasurer will ensure that changes are incorporated into the Form 990 as appropriate.
- After all input has been appropriately addressed, the final version of the Form 990 (with required schedules) will be distributed to every voting member of the Board of Directors prior to filing with the IRS. The final form may be distributed either in paper or electronic form in any manner deemed appropriate by the President and Treasurer.
- After the final version of the Form 990 has been distributed to the Board, the President and Treasurer will cause the final Form 990 to be filed as required.