

Title:	IRS Form 990 and 990-T Policy	Related Policies:	All Financial Polices
Number:	2.7	Related Procedures:	
Status:	APPROVED	Adopted:	
Owner:	P. Holloway – Board Treasurer	Accounting:	
Last Revised:	11-21-09	Legal:	FCS COI, O.C.G.A., BoardSource
Policy Detail			

The Executive Director shall ensure that tax payments and other government-ordered payments or filings are filed in a timely and accurate manner.

The Board Treasurer shall sign and certify that the IRS Form 990 is accurate and complete.

The Business/Finance Committee shall review and approve the IRS Form 990 annual tax filing prior to submission.

Consistent with the requirements of §6104(d) of the Internal Revenue Code and the regulations there under, copies of the organization’s Form 990 shall be made available, upon request, in a timely manner, and to any individuals who request it.

Board Checklist for IRS Form 990

The board shall ensure that the following steps toward public disclosure of Amana Academy’s financial status take place:

1. Distribute, to the full board, a copy of the Form 990 in advance of filing for review and consideration.
2. File accurate, complete, timely, and in compliance with regulatory requirements Form 990 by [November 15, based on fiscal year ending June 30], without extension, each year.
3. File accurate, complete, timely, and in compliance with regulatory requirements Form 990-T (Unrelated Business Income Tax) by [November 15, based on fiscal year ending June 30], without extension, each year if applicable.