



Policy Holder: GTF	Number: GTFPP-03-08	Revised:
Responsible Party: Coordinator of Foundation Finances		Effective Date: 08/20/2015

IRS FORM 990 POLICY AND PROCEDURES

Required filings (e.g., tax returns and agency reports) including the Form 990 will be filed yearly by the due dates. The circumstances for requesting an extension shall be reported to the Treasurer and to the Board of Directors. The chair and treasurer will approve the required filings prior to filing. The Finance Committee and Board will receive the Form 990.

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

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

The finance and investment committee shall review and approve the IRS Form 990 annual tax filing prior to submission to the full board and the full board shall receive a copy of the IRS Form 990 and approve prior to submission. Each trustee shall receive a final copy of the Form 990 within 30 days of its submission.

Consistent with the requirements of §6104(d) of the Internal Revenue Code and the regulations thereunder, copies of the organization's Form 990 shall be made available, upon request, in a timely manner, and without charge to any individuals who request it.

IRS Form 990

The board shall ensure that the following steps toward public disclosure of the Gwinnett Tech Foundation's financial status take place:

- Distribute, to the full board, a copy of the Form 990 in advance of filing for review and consideration.
- File accurate, complete, timely, and in compliance with regulatory requirements Form 990 based on fiscal year ending June 30 each year.
- Disclose to the public, through the organization's Web site, Form 990 and the audited financial statements by March 30, based on fiscal year ending June 30.