

AGRICULTURAL FOUNDATION OF CALIFORNIA STATE UNIVERSITY, FRESNO

Policy No. 4008

Form 990 Review Policy

This policy is applicable to the following auxiliary corporations:

- Agricultural Foundation
- Association
- Associated Students, Inc.
- Athletic Corporation
- Foundation
- Programs for Children

REVISION RECORD

Date	Version	Revision Description
5/27/2009	New	Approved by Board of Governors

DOCUMENT CONTROL

Approved By: Board of Governors	Date Approved: 5/27/2009	Next Review Date: January 2011
Responsible Position(s): Associate Vice President for Auxiliary Operations	Affected Units: All units, staff, and volunteers	Document Control Number: Policy 4008

STATEMENT OF POLICY

Each year, the organization shall timely prepare and submit its Form 990 to the Internal Revenue Service in compliance with Internal Revenue Code rules and requirements. Staff shall gather the information necessary for the preparation of the form and work with the organization's external auditors to collaboratively prepare a complete and accurate document for filing.

At least two (2) weeks prior to filing of the annual Form 990, the Controller/Director of Finance shall distribute the final draft of the form to each member of the Agricultural Foundation's Audit Committee for their review and comment. Comments or changes suggested by such committee members shall be forwarded to the Agricultural Foundation's external auditors, who shall revise the form if necessary and thereafter submit it to the Internal Revenue Service for filing.

IMPLEMENTATION

The Associate Vice President for Auxiliary Operations and Enterprise Development or his/her designee, in accordance with the applicable auxiliary corporation Management Services Agreement, has the authority to implement this policy.