**NLN Affiliated Constituent League**

**Policy and Procedure**

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| --- | --- |
| policy number  | **4.10** |
| policy name  | IRS Form 990 |
| **date of origin** | (Date) |
| purpose | Board Checklist for IRS Form 990 |
| 1. **policy**
 | The board shall ensure that the following steps toward public disclosure of XYZ’s financial status take place:* Review Form 990 and Form 990-T by legal counsel by [May 15th based on fiscal year ending December 31 **OR**September 30, based on fiscal year ending June 30] each year.
* 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 by without extension, each year
* File accurate, complete, timely, and in compliance with regulatory requirements Form 990-T (Unrelated Business Income Tax) by without extension, each year.
* Disclose to the general public, through the organization’s Web site, Form 990 and the audited financial statements.
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Revision Dates: