

SOP # 10.9 Revision: 1-25-17
Effective Date: 2011

Prepared by: Bylaws/Policies & Procedures Committee
Approved by: Board of Directors

Title: **SANTA ROSA PLATEAU FOUNDATION (SRPF) - IRS FORM 990**

Policy: Every public nonprofit with average annual gross receipts of at least \$25,000 must file a Form 990 with the IRS annually. Form 990 is an annual information return that includes and income and expense statement; a functional expense allocation; additional information about the SRPF's programs, relationships with officers, directors, and key employees; and compliance with the applicable requirements of 501(c) (3).

Purpose: This public document provides information that allows the IRS to determine whether The SRPF continues to fill the requirements of its tax-exempt status. Additionally, it emphasizes the SRPF's commitment to transparency and compliance with the law.

Scope: Entire Board of Directors and Executive Director.

Procedure:

1.0 BOARD RESPONSIBILITIES

- A. The SRPF's form 990 will be prepared by a paid CPA each year within three months of fiscal year's end.
- B. The Budget and Finance Committee shall review and approve the IRS form 990 annual tax filing prior to submission. Form 990 shall be signed by the SRPF Chief Financial Officer (CFO) prior to filing.
- C. File an accurate, complete, timely and in compliance with regulatory requirements Form 990 each year.
- D. The full Board will have access to a copy of the IRS Form 990 via the SRPF website within 30 days of its submission. It is the responsibility of each Board member to review said form in a prompt fashion.

2.0 EXECUTIVE DIRECTOR RESPONSIBILITIES

- A. Disclose Form 990 to the general public by making electronically available through the SRPF's website and GuideStar (www.guidestar.org) within 6 months of filing.