**MODEL PROCEDURE FOR BOARD REVIEW OF FORM 990**

**1. INTRODUCTION**

As a 501 (c) (3) nonprofit organization, ORGANIZATION must file a federal tax return, IRS Form 990 [OR FORM 990-EZ] annually. This procedure ensures that the tax return will be reviewed by the ORGANIZATION’s board of directors before it is submitted.

**2. PROCEDURE**

1. Following the end of the fiscal year, the ORGANIZATION’s federal tax return will be prepared by [PREPARER]. The completed return, including all required schedules and statements, will be provided to the ORGANIZATION’s board of directors at least 21 days prior to the deadline for submission of the return to the Internal Revenue Service.
2. The completed return will be reviewed by [DESIGNATED BOARD MEMBER], who will make sure that the information it contains is accurate and complete. If it is not, [DESIGNATED BOARD MEMBER] will inform the ORGANIZATION’s president and treasurer, who will inform the preparer of the necessary corrections and additions. If necessary, the preparer will be instructed to request an extension of the filing deadline.
3. The review will include verifying that:
4. Identifying information about the organization (name, address, EIN, etc.) is correct.
5. The reported financial information matches or is reconciled with the organization’s financial audit, financial review, or financial compilation.
6. Fundraising, management and general, and program service expenses are appropriately segregated.
7. Schedule A demonstrates that the organization meets the public support test (at least 1/3 of its revenues come from public sources)
8. Schedule B accurately discloses major donors and contributions, as required—including donors and contributions of land and easements.
9. Schedule C accurately discloses lobbying expenses, if any.
10. Schedule D accurately discloses information on conservation easements, fee properties, and funds set aside as financial reserves (e.g. stewardship and defense fund), whether temporarily restricted, permanently restricted, or board-designated. (The instructions for the form clarify that the IRS defines “endowments” and “quasi-endowments” as including all of these categories of funds.)
11. Schedule L discloses all financial transactions or arrangements with conflicted parties.
12. Schedule M discloses all noncash contributions, including donations of conservation easements and fee properties.
13. Schedule O provides any necessary supplemental information.
14. All questions regarding the activities and governance of the organization are answered accurately.
15. Once the [DESIGNATED BOARD MEMBER] has determined that the return is accurate and complete, he or she will inform the ORGANIZATION’s president and treasurer, one of whom will sign the return and arrange for it to be filed. Prior to filing, a copy of the return will be distributed to [EACH MEMBER OF THE FINANCE COMMITTEE OR EACH MEMBER OF THE BOARD] and retained with the ORGANIZATION’s organizational records, in keeping with the recordkeeping policy.

adopted: 2016