

CSUSB FOUNDATION

Building a Culture of Philanthropy

FORM 990 REVIEW 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. CSUSB Philanthropic Foundation (“CPF”) management shall gather the information necessary for the preparation of the tax return and work with the organization’s external auditors to collaboratively prepare a complete and accurate document.

Prior to filing the annual Form 990, the Executive Director shall distribute the final draft to each member of CPF’s governing board who was an active member during the tax return year, and encourage them to review the return. Comments or changes suggested by board members shall be forwarded to CPF’s external auditors, who shall revise the form, as appropriate, prior to filing.

Approved: 2/26/15