

Draft Egg Harbor Township Police Athletic League Form 990 Review Policy

I. Purpose of the Policy. The purpose of this policy is to create a process for preparation and review of the Form 990 and its distribution to all board members of Egg Harbor Township Police Athletic League (the “Organization”) *prior* to filing with the Internal Revenue Service. This process will provide the board members the opportunity to review the Form 990 while also ensuring that annual filing deadlines may be met.

II. Procedure for Preparation and Review of Form 990.

A. Preparation of Form 990. The Organization’s Executive Director is responsible for the timely preparation of the Form 990. The Organization’s Executive Director may confer with accountants and legal counsel of the Organization with respect to drafts of the Form 990.

III. Distribution of Form 990 to All Members of Governing Body. After all input has been appropriately addressed, the final version of the Form 990 (with required schedules) will be distributed to every voting member of the Organization’s board of directors prior to filing with the IRS. The final form may be distributed either in paper or electronic form in any manner deemed appropriate by the Organization’s Executive Director.

IV. Filing of Form 990. After the final version of the Form 990 has been distributed pursuant to paragraph III above, management staff will cause the final Form 990 to be filed as required.