

Policy #: 540.0  
Date: May 27, 2010  
Last Reviewed: March 9, 2016  
*Next Review: March 9, 2018*

**TITLE: 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. University Enterprises Corporation at CSUSB (“UEC”) 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 the Audit Committee, as well as each member of UEC’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 UEC’s external auditors, who shall revise the form, as appropriate, prior to filing.

**Approval:**  
Approved by the UEC Board of Directors