

SPHS TIGER BOOSTER CLUB, INC.
Tax Return – Board Review Policy

1. The CPA prepares the 990 and 199 and sends it to the current Treasurer.
2. Treasurer electronically sends the returns to the Board for their review. The Board members will review the document and send their comments, corrections, and suggestions to the Treasurer within the time frame requested. The Treasurer may elect to have the past Treasurer review the returns if the tax year is the same year the past Treasurer was in office.
3. The Treasurer will forward the corrections and comments to the CPA for any revisions.
4. The final tax returns will be presented at the Board meeting for approval. The current President will sign the hard copy.
5. CPA will file the tax returns.

Revised March 3, 2015 Adopted April 21, 2015