

PASADENA CITY COLLEGE FOUNDATION

PROPOSED POLICY CHANGE

Form 990 Review Policy

The Form 990 will be completed annually and copies will be provided to the Pasadena City College Foundation Board President, Treasurer, Executive Director and Foundation accountant. These individuals will review the Form 990 with the audit committee. A draft will be sent to all voting members of the Foundation Board of Directors for their review and any comments or suggested changes will be sent to the Executive Director. Submitted changes will be reviewed by the Treasurer and the Executive Director. Any change deemed material will be reviewed with the Audit Committee. Any necessary changes will then be updated on the form by the auditors. Once all necessary changes are made and the Foundation President is in agreement with the Audit Committee, Treasurer, Executive Director and the Foundation accountant about the finished Form 990, it will be signed by the Foundation president, or in his/her absence, by the Executive Director, dated and submitted by the filing deadline. A copy of the approved Form 990 will be made available to all of the Foundation officers and directors. A file copy will be kept in the regular Foundation files.