



The Haven Governing Documents, Policies and Procedures	
Policy #	
Policy Title	IRS Form 990 Review Policy
Issue Date	
Revision Date/s	

THE HAVEN

IRS FORM 990 REVIEW POLICY

This IRS Form 990 Review Policy of The Haven (the “Organization”), applies to the review by members of the Organization’s Board of Directors of its IRS Form 990 or Form 990-EZ (“Form 990”) prior to filing. The Organization utilizes the following process in annually preparing and submitting IRS Form 990:

Primary responsibility for the preparation of the IRS Form 990 rests with Organization’s chief financial officer (“CFO”) and Treasurer. The CFO and Treasurer will work with and rely on the Organization’s accountants in preparing the Form 990. The Form 990 will be presented as a draft to the Organization’s Finance and Audit Committee and CEO/President for review prior to its finalization. An open invitation shall be given to all members of the Organization’s Board of Directors and to its Officers to attend, at their option, the meeting at which the Form 990 is to be reviewed and discussed.

The CFO will compile comments to the draft Form 990 and send them to the Organization’s independent accountants for possible revision of the Form 990, to the extent deemed appropriate in their professional judgment. The final Form 990 will be submitted to the CFO and Treasurer for approval, then to the CEO/President for final approval and signature before filing.

Once the final Form 990 has been approved and signed, the Organization will file the final Form 990 as soon as reasonably practicable after receiving the signed Form 990, but in no event later than (a) the 15th day of the fifth month after the close of the Organization’s fiscal year, or (b) the extended due date of the return.

The completed and filed Form 990 will be sent to the entire Board after it is filed.

CERTIFICATE OF ADOPTION

The foregoing Form 990 Review Policy was duly adopted by the Board of The Haven on _____, 2023.

THE HAVEN

By: _____

Its: _____