

Form 990 Review Policy

California State University, Dominguez Hills Foundation

Each year, the Foundation shall timely prepare and submit its Form 990 to the Internal Revenue Service in compliance with Internal Revenue Code rules and requirements. Staff, under the direction of the Chief Financial Officer, shall gather the information necessary for the preparation of the form and work with the organization's external auditors to collaboratively prepare a complete and accurate document for filing.

At least five (5) days prior to filing of the annual Form 990, the Chief Financial Officer shall distribute the final draft of the form to each member of the Foundation's Board of Directors for their review and comment. Comments or changes suggested by such Board members shall be forwarded to the Foundation's external auditors, who shall revise the form if necessary and thereafter submit it to the Internal Revenue Service for filing.