



Board Review of IRS Form 990 Process for Review

1. The Vice President for Finance completes schedules and checklists and transmits them to the return preparer on September 15, 2010, two months before the due date.
2. The President and Vice President for Finance conduct an internal review of draft Form 990 on October 8, 2010.
3. The Vice President for Finance transmits the draft Form 990 to AGB's board of directors on October 8, 2010. This transmittal is sent after the President's affirmation that the contents of the Form are accurate.
4. The members of the Audit Committee have a week for review, comments and questions (October 8 – October 15, 2010) during which time a conference call will be scheduled with the committee. All members of the board are invited to join the call if they are interested.
5. The review of Form 990 is conducted by the Audit Committee. Participation of AGB's full board is welcome and encouraged. The review begins with the presentation of data to the committee by the VP for Finance. Underlying data that supports the return may be requested by the committee. The committee reviews the return to ensure it is consistent with the financial statements, the governance questions are answered correctly, the descriptive information reflects AGB's positions, description of the programs are accurate, and the return is complete.
6. The return is finalized (on November 5, 2010) no later than 10 days before the tax deadline, and includes any changes suggested by the Audit Committee.
7. Directors receive an executive summary of changes (if any) electronically prior to filing of the final Form 990
8. The Chair of the Audit Committee provides a report on the review of the completed Form 990 to the full board at its next scheduled meeting (November 10-12, 2010)