

**IRS 990 RETURN REVIEW POLICY**  
*Western Oregon University Foundation*  
*May 2010*

**PURPOSE**

Per the newly revised IRS Guidelines for Form 990, all organizations are required to have a process by which the organization will review the Form 990 annually. The IRS also requires that an organization have a process by which it makes all governing documents, conflict of interest policy, and financial statements available to the public.

**GENERAL GUIDELINES**

IRS Form 990 is reviewed in detail, first by WOU Foundation staff, then again by the WOU Foundation Finance and Planned Giving Committee. This review should occur prior to the November 15th filing deadline imposed by the IRS, or as determined by any filing extensions as necessary. The Committee will then make a recommendation for approval to the full Board of Trustees at their next meeting prior to the filing deadline or via electronic communication before the Form 990 is filed with the IRS.

The WOU Foundation will also make all of its governing documents, policies and financial statements available on site at the foundation office as well as upon request to the public via verbal, written or electronic communication.