

CATHEDRAL CITY CHAMBER OF COMMERCE

POLICY ON REVIEW OF FORM 990

PURPOSE

The purpose of this policy is to establish the Cathedral City Chamber of Commerce procedures for review of the Form 990 by the Cathedral City Chamber of Commerce Board of Directors prior to the annual filing of the form.

POLICY

The Cathedral City Chamber of Commerce recognizes that the governance role of its Board of Directors includes the annual review of Form 990.

Accordingly, the Chamber requires review of the Form 990 by the Board of Directors prior to its filing on an annual basis.

PROCEDURES

1. The Executive Committee of the Cathedral City Chamber of Commerce is responsible for the timely preparation of Form 990.
2. The completed Form 990 will be provided to the Executive Committee of the Board of Directors sufficiently in advance of the filing deadline to enable a detailed and conscientious review by all members of the committee. All questions, concerns, etc. of the Executive Committee members will be addressed by the Chief Executive Officer and incorporated into the Form 990 as appropriate.
3. All members of the Board of Directors will be invited to review the completed Form 990 in advance of the filing deadline via a dedicated Chamber website. All questions, concerns, etc. of the members of the Board of Directors will be addressed by the Chairman of the Board and incorporated into the Form 990 as appropriate.
4. After all of the input from the Board of Directors and the Executive Committee has been appropriately addressed, the Chief Executive Office of the Chamber will file the final Form 990 as required.