

POLICY

The Poverello Center, Inc. ensures that the information filed on federal exemption from tax forms is accurate, timely and purposeful.

PROCEDURE

The Poverello Center staff ensures that preparation of the draft version of the Form 990 Return of Organization Exempt from Income Tax is completed by professional tax preparers/auditors in accordance with federal standards and time frames.

Once drafted, the executive staff of the Poverello Center, Inc., review and identify any factual errors, changes or suggestions for revision that may be necessary to ensure the forms are accurate, timely and purposeful. Once these revisions are discussed and any changes drafted, the second review goes to the Board of Directors.

The Board of Directors may as they see fit, review, revise or question any information contained in the draft with the express purpose to ensure accuracy and timely, purposeful completion of the filing. They also approve the finalized form for filing.

Once review is completed, the firm contracted to complete the forms is provided the ok for the final version and signatures are obtained as required.

Approvals:

Signature:  Date: 6/2/19
Thomas S. Pietrogallo, MSW/LCSW, MBA
Chief Executive Officer

BOD Approved Date: 11.23.2016

Date Established: 11.22.2016

Date Reviewed/Revised: 07.08.2017; 06.02.2019