



The Courthouse Theater Company

P.O. Box 629

Wakefield, RI 02880

www.CourthouseTheater.com

This policy was adopted by the Board of Directors at its April 19, 2010 meeting.

IRS Form 990 Review Property

The business manager shall be responsible for completing the annual IRS form 990 or 990-EZ and all appropriate schedules as required by the Internal Revenue Service. The completed form should be forwarded the chair and treasurer of the Board of Directors for review.

The form shall then be reviewed by the entire Board, which shall have the opportunity to revise the document.

The chair or his or her designee shall sign and file the form provided that the signer is an authorized signer as determined by the IRS.