

## **Form 990 Review Policy**

### **Music for Life**

The purpose of this policy is to establish Music for Life's procedure for review the Form 990 by the Board of Directors.

- 1) Senior management is responsible for the timely preparation of the Form 990.
- 2) The completed Form 990 will be provided to the Board of Directors sufficiently in advance of the filing deadline to enable a detailed and conscientious review by all members of the board. All questions, concerns, etc. of the board will be addressed by the Treasurer and incorporated into the Form 990 as appropriate.
- 3) After all of the input from the board has been appropriately addressed the Treasurer will file the final Form 990 as required.