



Form 990 – Annual Review Process

The Form 990 is prepared annually as part of the annual financial audit. When completed, it is reviewed by the Executive Director of the Dane County Humane Society (DCHS) and the DCHS Board of Directors. Upon approval of the completed form by the Executive Director and Board of Directors, Form 990 is filed with the IRS by the due date.

Approval of Form 990 Step-by-Step

1. A draft of Form 990 is prepared by the auditors and sent to the Executive Director for review.
2. Once approved by the Executive Director, it is forwarded to the Finance Committee for review and approval.
3. Once approved by the Finance Committee, it is sent to the board for review.
4. The Board President ensures the final updated version is available to all the board members for their review.
5. Following the notification of the available draft, an item is added to the upcoming board meeting agenda to discuss questions or concerns regarding the information contained in Form 990.
6. Once all issues regarding Form 990 are resolved and the form is updated as needed, it is formally approved by the board.
7. Upon approval by the board, Form 990 is filed with the IRS.
8. After filing, the final Form 990 is made available on the DCHS web site.

The Board President is responsible for ensuring that this procedure is followed annually.