



Anchors Aweigh Club Inc. (AACI) Form 990 Approval Policy

The AACI Board is responsible for reviewing and approving the Form 990 each year prior to it's filing with the Internal Revenue Service.

The procedure for review of this policy is as follows:

- AACI Clubhouse Manager or designee will work with the outside CPA firm to prepare the Form 990.
- The Form 990 will be submitted to the AACI Board and Treasurer at least 8 weeks before the Form is due for filing.
- The AACI Board President and Treasurer will review the draft Form 990 and work with the AACI clubhouse Manager to make any revisions necessary.
- The AACI Treasurer will submit the final Form 990 to the full AACI Board for review at least two weeks prior to a scheduled board meeting.
- The AACI Board will review and approve the Form 990 prior to its filing.