



End of Year Policy

- I) Purpose: The purpose of this policy is to outline the activities that need to take place at the end of the DRMB Boosters' fiscal/membership year (July 31) in order to ensure that the group stays in compliance with state and federal laws and to ensure that there is a smooth transition from one executive board to the next.

- II) Executive Board Transition: Elections for the executive board occur at the June membership meeting. The new board will take office effective August 1. During the transition time between the June election and August 1, the following activities should take place:
 - a) Each person leaving office shall transition their electronic accounts to their successor. The list of accounts are:
 - i) The DRMBBoosters.org email addresses
 - ii) The GSuite Account hosted by Google (which should be transitioned via the email address transition.
 - iii) Access to the DRMBBoosters.org WIX account.
 - iv) TechSoup, an account accessed by the president which allows for discounted rates on various software products as a nonprofit.
 - v) MassTax Connect, which is administered by the president and allows for tax and tax exemption filings to the Massachusetts Department of Revenue.
 - vi) FileMassCorp.com, which is the Secretary of the Commonwealth's website for corporate filings. This site is accessed by the president and clerk.
 - b) Each newly elected person shall review the corporate binder, including a read through of the bylaws and signing of the conflict of interest policy.
 - c) If there is a transition in the president position, the departing president will transition his/her banking authority to the incoming president.
 - d) If there is a transition in the vice president position, the departing vice president will ensure that the event/fundraising plans are transitioned to the incoming vice president.
 - e) If there is a transition in the treasurer position, the departing treasurer will meet regularly with the incoming treasurer to transition the financial records, banking authority, and prepare the annual financial filings. The departing treasurer will ensure that the original financial records/treasurer reports are stored in the resident agent's office (or principal place of business if no resident agent exists).
 - f) If there is a transition in the assistant treasurer position, the departing assistant treasurer will transition banking authority to the incoming assistant treasurer.

- g) If there is a transition in the clerk/secretary position, the departing clerk will ensure that the paper or electronic copies of all minutes and membership records are stored at the resident agent's office (or principal place of business if no resident agent exists).
- h) All outgoing board members shall relinquish all property belonging to the organization and all official documents relating to the organization's business to either the incoming board members or for storage at the resident agent's office (or principal office when lacking a resident agent).

III) Annual filings:

- a) IRS/Federal filing – Form 990 must be filed by the 15th of fifth month from the end of the fiscal year. The outgoing and incoming presidents and treasurers will review IRS Publication 4221-PC to determine the appropriate 990 form to file. Note that Form 990N (e-notecard) cannot be filed if income meets or exceeds \$5,000 during a fiscal year due to AGO requirements. The paperwork will be prepared by the outgoing board (president and treasurer), but will be submitted by the acting board after July 31, but before December 15 of the same year.
- b) Secretary of Commonwealth filings –
 - i) If the composition of the board has changed, the outgoing clerk shall submit a Certificate of Change of Directors or Officers upon the election of a new executive board member and prior to the end of the fiscal year.
 - ii) The president shall submit the Annual Report after July 31, but prior to November 1 of the same year
- c) Attorney General filing – Form PC must be filed with an accompanying Form 990 within 4 ½ months of the end of the fiscal year. The paperwork will be prepared by the outgoing board (president and treasurer), but will be submitted by the acting board after filing of Form 990, but before November 15th.
- d) As a note, the certificate of state tax exemption is not an annual filing, but does need to be renewed every 10 years. The incoming board should review the date on the certificate to determine if any action is required.
- e) Depending upon the amount of revenue/income earned during the fiscal year, various agencies may require professional preparation of tax documents and/or an audit of financial statements. This should be determined prior to the IRS and Attorney General filings listed above.