

Form 990 Workshop 2017 Nonprofit Organizations Institute



Michaela Cromar, Engagement Director
michaela.cromar@claconnect.com
817.882.2212

LEARNING OBJECTIVES

AT THE END OF THIS SESSION, YOU WILL BE ABLE TO
Put your best foot forward on the 990 by being
prepared, including tips for completing:

- Key Sections, such as program descriptions, compensation, revenue, functional expenses, public support test, and others,
- Why policies and procedures are important and what the IRS is looking for in them, and
- Things to watch out for and how to deal with “bad” facts.



Form 990: The Core Form



WHAT MAKES A 990 LOOK “GOOD”

Sounds like a beauty contest, and to a certain extent, it is. Appearances do matter because funders, watch dogs and the IRS read the returns.

On the positive side, paying attention to the mission and program statements is a very good start.

The 990 provides space for a very brief mission statement on page 1. While excess verbiage will carry over to Schedule O, we suggest that the organization try to pare down their mission to fit in this space.

FORM 990 PART I

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Form **990** **Return of Organization Exempt From Income Tax** OMB No. 1545-0047
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)
▶ Do not enter social security numbers on this form as it may be made public.
▶ Information about Form 990 and its instructions is at www.irs.gov/form990. **2015**
Department of the Treasury Internal Revenue Service **Open to Public Inspection**

A For the 2015 calendar year, or tax year beginning _____, 2015, and ending _____, 20____

B Check if applicable:
 Address change
 Name change
 Initial return
 Final return/terminated
 Amended return
 Application pending

C Name of organization _____
Doing business as _____
Number and street (or P.O. box if mail is not delivered to street address) _____ Room/suite _____
City or town, state or province, country, and ZIP or foreign postal code _____

D Employer identification number _____
E Telephone number _____
G Gross receipts \$ _____

F Name and address of principal officer: _____
H(a) Is this a group return for subordinates? Yes No
H(b) Are all subordinates included? Yes No
If "No," attach a list. (see instructions)

I Tax-exempt status: 501(c)(3) 501(c) () ◀ (insert no.) 4947(a)(1) or 527

J Website: ▶ _____ **H(c)** Group exemption number ▶ _____

K Form of organization: Corporation Trust Association Other ▶ _____ **L** Year of formation: _____ **M** State of legal domicile: _____

Part I Summary

1 Briefly describe the organization's mission or most significant activities: _____

HIGHLIGHTING YOUR MISSION AND SERVICES

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On page 2 of the 990, you really get a chance to shine! First you get rather more space to describe your mission. If you need more space, the disclosure is carried to Schedule O.

1 Briefly describe the organization's mission:

Don't forget to answer the questions about significant new programs and significant changes or terminations in existing programs.

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Title search: Form 990 Workshop

Also available as part of the eCourse

[2017 Nonprofit Organizations Compliance and Internal Review eConference](#)

First appeared as part of the conference materials for the
2017 Nonprofit Organizations Compliance and Internal Review Workshop session
"Form 990 Workshop"