Form 990 Workshop 2017 Nonprofit Organizations Institute



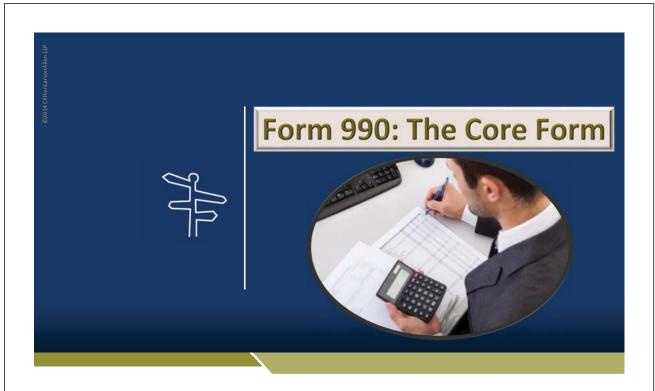
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LEARNING OBJECTIVES

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.

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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.

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HIGHLIGHTING YOUR MISSION AND SERVICES

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.

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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