



CREW Tampa Bay Tax Return Policy

The purpose of this policy is to detail a process for the preparation, review and signing of CREW Tampa Bay's annual tax return.

Underlying Financial Data

All CREW Tampa Bay financial data and associated accounting entries are managed by CREW Network. This data forms the basis for the CREW Tampa Bay tax returns. When preparing and reviewing the annual tax return, CREW Tampa Bay relies upon the accuracy of this financial data and associated accounting work performed by CREW Network.

Tax Return Preparation

CREW Tampa Bay files its tax return on an annual basis.

CREW Tampa Bay engages a qualified and licensed accounting firm to prepare and file the annual tax return. During the fourth (4th) quarter of each year, the Finance committee shall re-evaluate the accounting firm used the previous year and vote to approve or replace such accounting firm. Following the vote, the Chapter Manager shall connect with the selected accounting firm and secure an Engagement Letter to prepare and file the annual tax return.

Following year end, the Chapter Manager shall request end of year financials from CREW Network to be provided to the engaged accounting firm.

Tax Return Review

Upon receipt of the draft return, the Chapter Manager shall review all non-financial content. The Treasurer or other delegated Finance Committee member shall review the financial data. Such review shall be limited to a basic confirmation that information from the CREW Network prepared financials matches the information presented in the draft tax return.

CREW Tampa Bay is responsible for selecting and hiring a qualified accounting firm. The Chapter Manager, Treasurer and Finance Committee may reasonably rely upon the professional services rendered by such firm.

Tax Return Signature

Because the annual tax return covers the previous year, the Past President who served as President during the annual period covered by the tax return shall sign the return being filed. Should the Past President be unable to sign the return being filed, the current President would sign in her place, having been the President-Elect during the annual period covered.