



P.O. Box 26833
San Diego, CA 92196
858.693.7935
www.idtheftcenter.org

ITRC Tax Return Review and Financial Disclosure Policy

As a nonprofit organization at the forefront of identity theft issues, the Identity Theft Resource Center's policy is to uphold the highest legal, ethical, and moral standards. In particular, it is the primary duty of the Board of Directors of the ITRC to maintain fiduciary responsibility for operations of the ITRC. In order to accomplish appropriate financial oversight and management, and the ability to present the operations of the ITRC to any interested party in a transparent manner, the following policy is enacted:

- Officers and key staff members of the ITRC have a duty to inform the members of the ITRC Board of Directors of the financial condition of the company, and any changes which may affect that condition. This financial disclosure must be done in a timely manner, but in no case less than once per quarter.
- All relevant financial books, ledgers, accounts, and forecasts shall be updated and reconciled no less than once per month. Actual financial performance must be extracted from books and ledgers, and made into a presentation format for use by the Board of Directors no less than once per month.
- All bookkeeping entries, service accounts, debt accounts, reimbursement accounts, expense accounts, and any other instruments of debt or credit will be kept current as far as posting and other actions. Vendor accounts shall be posted and paid in a manner that promotes trust and accountability of the ITRC.
- At no time should any financial action of Officers, key staff members, or the Board of Directors of the ITRC be unethical, nor violate any applicable laws or ordinances.
- As a 501(c)(3) Non-Profit company, it is a duty of the Officers and Board of Directors to be able and willing to present the financial status of the ITRC upon request by any interested party.
- It is a duty of the Officers and key staff members of the ITRC to provide each member of the ITRC Board of Directors an opportunity to review the annual IRS tax filing prior to submission. This may be done via email correspondence or other method convenient to the particular Board Member.

By:

Signature _____ Date _____

Linda Foley
Chairman of the Board
Identity Theft Resource Center