Title	Tax Filings and Compliance
Policy Number	FIN.2004.000.000
Policy Owner	Finance
Approved By	Compliance Committee 2-23-22
Origin Date	2/7/2022
Revision Date	
Effective Date	March 1, 2022
Next Review Date	April
Associated Policies	
Associated Procedures	
Associated Forms	

I. POLICY STATEMENT

Finance is committed to complying with all tax-exempt organization, payroll tax, and sales tax filing requirements.

II. PURPOSE

This policy is intended to provide the standards on the preparation and filing of all required tax filings.

III. SCOPE

This policy applies to all required federal, state and local tax filings. Finance is responsible for the implementation and monitoring of this policy.

IV. GENERAL

Internal Revenue Code Section 501(a) subsection 501(c)(3)

The Pennsylvania Solicitation of Funds for Charitable Purposes Act, 10 P. S. § 162.1

Institutions of Purely Public Charity Act of 1997

Internal Revenue Code Subtitle C

Pennsylvania Department of Revenue Code Section 61, Chapter 113

Pennsylvania General Assembly Act 32

V. POLICY

Shadowfax is an organization operated exclusively for charitable purposes that meets certain requirements and is tax exempt under Internal Revenue Code Section 501(c)(3) and the Pennsylvania Solicitation of Funds for Charitable Purposes Act. As a tax-exempt organization, Shadowfax qualifies for Pennsylvania sales tax exemption. Because Shadowfax has employees, it is also required to submit certain federal, state, and local payroll tax filings.

VI. OVERSIGHT

Shadowfax's Director of Finance shall be in charge of the administration of this Policy. The responsibilities include:

1. Identifying the activities necessary to comply with this policy based on accounting and program requirements.
2. Periodically reviewing this policy and monitoring compliance to it.
3. Training responsible parties on their obligations under the policy.

Revision History

Name	Date	Reason for Changes	Version