

M E M O



Date: April 25, 2012

To: Pierce County Library System Board of Trustees

From: Dale E. Hough, Finance Manager

Re: IRS tax form 990 for 2011

Pierce County Library System is a nonprofit 501(c)3 organization. We file an IRS form 990 (for nonprofits) each year. Our tax return is being compiled by PCLS staff and staff at the CPA firm, Dwyer, Pemberton and Coulson Accountants. When complete, we will ask you to review the 2011 form 990. At that time, all Board members must each sign a statement certifying that they have reviewed the tax return. This requirement was started in several years ago by the IRS.

Our CPA firm asks that you complete a questionnaire concerning Conflict of Interest and Compensation. This form, a FAQ and a copy of our Conflict of Interest policy is attached.

All statements will become integral public documents in the final tax return.

If you have any questions concerning our nonprofit tax return, always feel free to contact Dale Hough, Finance Manager, (253) 548-3452, dough@piercecountylibrary.org or Clifford Jo, Director of Finance and IT, (253) 548-3453, cjo@piercecountylibrary.org .