

PMPO Compliance Checklist

| # | Action | Owner | Timing | Supporting Documents | Access |
|-----|---|------------|---------------------------------------|--|--|
| 1.0 | Draft 990 EZ | Treasurer | February PMPO Meeting | www.PMPOInfo.com/pages/PMPO_Taxes.htm | http://www.irs.gov/efile/index.html EIN 33-0473629 Password: PMPOtax |
| 2.0 | Final 990 EZ | Chair | May 15th | www.PMPOInfo.com/pages/PMPO_Taxes.htm | |
| 3.0 | Approved Changes to Organization Articles of Incorporation | Chair | within 14 days of approval at the AGM | | |
| 4.0 | Secretary of State of California | Secretary | December | | |
| 5.0 | Annual Conflict of Interest Declarations from ALL Board members | Secretary | within 14 days of approval at the AGM | | |
| 6.0 | Elections for New baord Memebers (Follow Election process) | Vice Chair | 3-4 Weeks prior to the AGM | | |