

Detroit Symphony Orchestra

FINANCIAL INFORMATION DISTRIBUTION POLICY

1. Purpose

To document The Detroit Symphony Orchestra’s policy and procedure regarding distribution of financial information.

2. Policy

All requests for financial information such as audited financial statements, 990 tax returns, annual report, etc. regarding the Company must be approved by the CEO, EVP or CFO and processed by the Senior Director of Accounting & Finance or CFO.

3. Procedures

3.1 Guidelines

All requests for financial information will be managed by the Senior Director of Accounting & Finance or CFO per the following chart.

Constituents	Information	Frequency	
Attorneys	All	@ request	
Auditors	All	@ request	
Bank Group	All	Monthly/Quarterly	
Trustees	All	@ request	
Foundations/Grants	Audited FS, Form 990	@ request	
Corporations	Audited FS, Form 990	@ request	
Executive Committee	All	Monthly	
Board of Directors Member	All	Quarterly and @ request	
Governing Members (donor of \$2,500 or greater)	Form 990 & Audited Financial Statements per MI’s law	@ request	
Musicians/Staff	Form 990, audited financial statements and material from participation on a committee	@ request	
Patron/Donor	Form 990*	@ request	

4. Processing Fees:

*A processing fee of \$6.50 will be charged to cover the print and shipping costs for Form 990 requests.

5. Website Posting:

Form 990 will be posted to the DSO website after each year’s filing, beginning in FY2011. An Annual Report will also be posted to the DSO website, beginning in FY2012.