

Williamsburg Players, Inc. Policy and Procedures Manual

Title: Disclosure Rules, Public Inspection of Documents		
		e file name: Disclosure Rule Doc Public Inspec
Date	Change Summary	
4/05/05	Initial inclusion in P&P Manual	

(Note, policies are statements or rules, procedures are methods or courses of action.)

1. **Objective or Purpose:** The Williamsburg Players will make specified documents available for public inspection and copying as follows.
2. **Policy or Procedure Specifics:**
 - a. The Williamsburg Players will make available for public inspection and copying within 15 calander days of receipt of a written request:
 - i. The Three Most recently files Annual Tax Returns (IRS 990)
 - ii. Exemption Statement
 - b. The Williamsburg Players may choose to charge a fee for photocopying expenses of \$1.00 for the first page and \$0.15 for each subsequent page.
 - c. Funds to reimburse for copies shall be provided with the request for copies.