CHARTER

ADVISORY COMMITTEE ON TAX EXEMPT AND GOVERNMENT ENTITIES

1. **Committee's Official Designation (Title).** The Advisory Committee on Tax Exempt and Government Entities (ACT).

2. **Authority.** The establishment and operation of the Committee are based on the authority to administer the Internal Revenue laws conferred upon the Secretary of the Treasury by section 7801 of the Internal Revenue Code and delegated to the Commissioner of Internal Revenue. This charter is prepared and filed in accordance with the provisions of the Federal Advisory Committee Act (FACA), 5 U.S.C. App 2.

3. **Objective and Scope of Activities.** The ACT is established to provide an organized public forum for discussion of relevant employee plans, exempt organizations, tax-exempt bonds, and federal, state, local and Indian tribal government issues between officials of the Internal Revenue Service (IRS) and representatives of those communities; and to enable the IRS to receive regular input with respect to the development and implementation of tax administration issues affecting those communities. The ACT members will present in an organized and constructive fashion the interested public's observations about current or proposed Tax Exempt and Government Entities Division programs and procedures and will suggest improvements.

4. **Description of Duties.** The ACT's duties are to research, analyze, consider and make recommendations on a wide range of tax administration issues relating to employee plans, exempt organizations, tax exempt bonds, and federal, state, local and Indian tribal governments.

5. **Official to Whom the Committee Reports.** The ACT advises and reports to the Commissioner, Tax Exempt and Government Entities.

6. **Support.** The IRS provides the necessary support services for ACT.

7. **Estimated Annual Operating Cost and Staff Years.** The estimated annual operating costs are $359,800 (including 2.0 FTE). The FTEs represent administrative costs, which are staff salary payments. Other annual operating costs include meeting expenses, travel for ACT members and Tax Exempt and Government Entities directors, ACT report printing costs, and other expenses. Committee members are not paid for their time or services. Members will be reimbursed for their travel-related expenses to attend a public meeting and scheduled working meetings in person, in accordance with 5 U.S.C. § 5703 (as for persons employed intermittently in government service). Members are responsible for travel expenses related to any unscheduled working sessions. Except as expressly stated above, the Government will not be responsible for any expenses incurred by or on behalf of ACT members as a result of their application to, membership in, and activities on behalf of the ACT.

8. **Designated Federal Officer (DFO).** The DFO (or designee) is a full-time federal employee who will be appointed by the Commissioner, Tax Exempt and Government Entities, and shall ensure compliance with the requirements of FACA and its implementing regulations. The DFO will approve or call all of the advisory committee and subcommittee meetings, prepare and approve all meeting agendas, attend all committee and subcommittee meetings, adjourn any meeting when determined to be in the public interest, and chair meetings when directed by the Commissioner, Tax Exempt and Government Entities. If the DFO is temporarily unavailable to fulfill his or her duties (e.g., due to leave, training, or other absences), the DFO will designate an Acting DFO.

9. **Estimated Number and Frequency of Meetings.** The ACT will normally hold one 1-day public meeting, four 2-day working meetings, and an orientation session each year. Those meetings may be in person or by virtual means (e.g., conference call, webinar, videoconference). Other meetings will be scheduled as necessary.

10. **Duration.** The ACT is a continuing advisory committee.

11. **Termination.** The authority to utilize the ACT expires two years from the date this charter is filed.

12. **Membership.** The Commissioner, Tax Exempt and Government Entities Division will assure that the size and operational representation of the ACT results in a balanced membership and includes representatives from the employee plans, exempt organizations, tax-exempt bond, and federal, state, local and Indian tribal government communities. Nominations will be solicited from professional and public interest groups and the general public. ACT members are appointed by the Department of the Treasury upon recommendation of the Commissioner, IRS, and serve a term of three years.

13. **Subcommittees.** The DFO has the authority to create subcommittees that must report back to ACT. The subcommittees may not provide advice or work products directly to the IRS. The ACT members will perform these duties on five subcommittees that make those recommendations through the parent committee (ACT).

14. **Recordkeeping.** The records of the ACT and its subcommittee(s) will be handled in accordance with the General Records Schedule. The records will be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. §552.

15. **Filing Date.** The filing date of this charter is May 11, 2015.

Approved:

John A. Koskinen
Commissioner of Internal Revenue

4-30-15
Date

Approved:

Brodi Fontenot
Assistant Secretary for Management

5-6-15
Date