

October 23, 2005

**Attention: Branch Presidents
 Branch Treasurers
 EF & LAF Vice Presidents or Chairs
 International Affairs Chairs**

The following information is crucial for you to know about processing EF, LAF and Bina Roy Fund - IFUW contributions. You must follow proper financial procedures to comply with Internal Revenue Service regulations.

To protect donors from audit and tax problems, branches should submit checks to the Association, NYS Educational Foundation (EF), and NYS Legal Advocacy Fund (LAF) immediately and directly, without processing (cashing or depositing) these contributions in their own branch accounts. The NYS EF VP, LAF VP and International Affairs Director will record the contributions and forward the checks promptly to EF, LAF and IFUW.

Only contributions submitted to the Educational Foundation or the Legal Advocacy Fund may be acknowledged with an official tax receipt. . . . Branches and states cannot provide the donor with a receipt recognized by the IRS. The Educational Foundation or Legal Advocacy Fund will provide the receipt. (*Contributions to Bina Roy Fund - IFUW are not tax deductible.*)

In limited circumstances, you may need to process or retain for a short time Educational Foundation and Legal Advocacy Fund contributions (though not generally checks written directly to the corporation). . . . In those cases, you must maintain separate bank accounts for the Educational Foundation and Legal Advocacy Fund. **Funds that are solicited for the Association, the Educational Foundation, and Legal Advocacy Fund cannot be commingled, or commingled with the dues or operating funds, or diverted for any other purpose.**

All contributions must be turned in to AAUW-NYS EF Vice President , LAF Vice President and International Affairs Director as soon as they are received and during the calendar year in which they are received.

The above information was largely excerpted from the *Branch and State Finance Tool Kit, which is* available online at www.aauw.org Enter "Tool Kit" in the Search window.

AAUW Educational Foundation – Dec. 1, 2005 deadline
Phyllis Anderson, 164 Northfield Rd., Hauppauge, NY 11788
631-234-2451 EFVPforNYSAAUW@aol.com

AAUW Legal Advocacy Fund – Dec. 15, 2005 deadline
Cheryl Papa, 1005 Glenwood Road, Vestal, NY 13850
607-748-6075 cbpapa528@yahoo.com

Bina Roy Fund - IFUW – Dec. 15, 2005 deadline
Joan Monk, 18 Devonshire Dr., Yorktown Heights, NY 10598
914-245-7704 ftmaven@bestweb.net

Yours truly,

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