

12. FINANCES

12.1 Financial Reports

Detailed financial reports shall be prepared by the treasurer of the NYSAAA and presented to the Executive and Representative Boards at board meetings. A summary financial report shall be given at the annual meeting during the conference. Each year, the Treasurer, with the assistance of the Executive Director will submit all financial income/expenses to a CPA for an annual audit of the association's finances.

12.2 Budgets

12.21 The Financial Committee shall consist of the Treasurer, Executive Director and Administrative Assistant.

12.22 The association budget shall include only items that are necessary to carry out the business of the association.

12.23 The board shall approve any expenses not included in the annual budget.

12.24 In case of emergencies or time deadlines, the Finance Committee is empowered to approve additional expenditures.

12.3 Credit Cards

Limited credit cards are authorized by the Executive Board. Currently cards are approved for the Executive Director, Treasurer and Conference Registrar and NIAAA State Liaison. All credit cards and expenditures are billed to the Executive Director. When approved by the Executive Director the invoice is sent to the Treasurer (general operations) or Administrative Assistant (conference expenses) to be paid.

12.4 The NYSAAA is incorporated in the state of New York under the provisions of being a not for profit and tax exempted organization. As such the association provides a W-9 form upon request with Employer Identification Number, or a NYS Tax Exempt certificate with tax exempt number. These may be requested from the Executive Director, Treasurer and/or Conference Registrar.

Internal Revenue Service

Department of the Treasury

35 Tillary St., Brooklyn, NY 11201

District
Director

Date: APR 14 1992

New York State
Athletic Administrators
Association, Inc.
17 Berkley Drive
Port Chester, NY
10573-1499

Person to Contact:
Patricia Holub
Contact Telephone Number:
(718) 780-4501
EIN: 22-2536899


Dear Sir or Madam:

Reference is made to your request for verification of the tax exempt status of New York State Athletic Administrators Association, Inc.

A determination or ruling letter issued to an organization granting exemption under the Internal Revenue Code remains in effect until the tax exempt status has been terminated, revoked or modified.

Our records indicate that exemption was granted as shown below.

Sincerely yours,


Patricia Holub
Manager, Customer
Service Unit

Name of Organization: New York State Athletic
Administrators Association, Inc.

Date of Exemption Letter: March 1988

Exemption granted pursuant to section 501(c)(3) of the
Internal Revenue Code.

Foundation Classification (if applicable): Not a private
foundation as you are an organization described in sections
509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

UNITED STATES POSTAL SERVICE
Memphis, TN 38165-9599

12/20/2000

Authorization No. 0734313-LRB



NEW YORK STATE ATHLETIC ADMINISTRATORS
ASSOCIATION
1718 PINNACLE RD
ELMIRA, NY 14905-1223

Dear Postal Customer:

Your application for Nonprofit Standard Mail rate mailing privileges has been approved. Effective 12/04/2000, your organization is authorized to mail at the Nonprofit Standard Mail rates at ELMIRA, NY 14901.

Everything you present for mailing under this authorization must be prepared in accordance with the postal regulations that govern this class of mail. Therefore, please note the following requirements, as specified in E670.6 of the Domestic Mail Manual:

All matter mailed at the Nonprofit Standard Mail rates must identify the authorized nonprofit organization. The name and return address of the authorized nonprofit organization must be either on the outside of the mailpiece or in a prominent location on the material being mailed. Pseudonyms or bogus names of persons or organizations may not be used. If the mailpiece bears any name and return address, it must be that of the authorized nonprofit organization.

This authorization does not extend to mailings made at post offices other than the one named above. Also, please note that under E670.5 of the Domestic Mail Manual, your organization is authorized to mail only its own matter at these rates. You may not delegate or lend the use of your Nonprofit Standard Mail authorization to any other person or organization. Doing so could result in the revocation of your authorization.

Prior to your first mailing, please contact the above-named post office to ensure all applicable fees are paid. Additionally, you must mail under this authorization at least once every two years. Unless you do so, your Nonprofit Standard Mail rate authorization will be revoked for nonuse.

If you have not already done so, please contact the post office named above to discuss entry of your mail under this authorization.

PLEASE CITE YOUR AUTHORIZATION NUMBER AS GIVEN ABOVE IN ALL FUTURE CORRESPONDENCE WITH US, INCLUDING REQUESTS FOR ADDITIONAL MAILING POINTS.

Thank you for your business.

Sincerely,

A handwritten signature in dark ink, appearing to read "Edward S. Walker".

Edward S. Walker
Manager
Rates and Classification Service Center