

The Foundation must acknowledge contributions made to the Foundation with the following letters and forms:

Individual donors

Send an IRS required acknowledgement letter (See A)

Send as soon as possible after receiving contribution, signed by VP Finance

Finance prepares

Send a thank you letter (See B)

Courtesy letter from the president

Finance prepares

Send a letter acknowledging pass through status and 50% contribution limit (See C&D)

IRS requires the acknowledgement must be sent by March 15 of year following the contribution

Generally sent January/February after calculating the estimated excess distribution for the year

Finance prepares

Corporate donors

Send an IRS required acknowledgement letter (See A)

Send as soon as possible after receiving contribution, signed by VP Finance

Finance prepares

Send a thank you letter (See B)

Courtesy letter from the president

Finance prepares

Public charity donors

Send an IRS required acknowledgement letter (See A)

Send as soon as possible after receiving contribution, signed by VP Finance

Finance prepares

Send a thank you letter (See B)

Courtesy letter from the president

Finance prepares

Send an expenditure accounting of contributions paid from donated funds (See E&F)

Send as soon as contributions/expenses are paid

Yvonne prepares

Private foundation donors

Send an IRS required acknowledgement letter (See A)

Send as soon as possible after receiving contribution, signed by VP Finance

Finance prepares

Send a thank you letter (See B)

Courtesy letter from the president

Finance prepares

Send an expenditure accounting of contributions or operating expenses paid from donated funds (See E&F)

Send as soon as contributions/expenses are paid

Yvonne prepares

Insert in the Foundation's tax return and election under Treasury Regulations Sec 54.4942(a)-3(d) (1)(iii) (See G)

The election applies to all contributions made to the Foundation during the calendar year. Contact Foley & Lardner for any bequests or contributions from trusts.

Process for Sending Acknowledgment Letters

1. Send out an acknowledgment letter soon after the gift is made. The letter is required to be sent to donors for all contributions exceeding \$250. The letter should include the name of the donor, date of contribution, and amount of contribution. For contributions in the form of securities, obtain the value from the donor and include in the letter/attachment that the value was obtained from the donor. The market value of the contribution will be included on the Foundation's Schedule B (attached to the Form 990-PF) and should agree to the donor's Form 8283 that is attached to their tax return. The letter also needs to include that no goods or services were provided in return for the contribution nor was there receipt of any other economic consideration or benefit by the donor.
2. By March 15th, the Foundation is required to send additional letters to the donor. The first letter discloses to the donor what contribution limitation percentage they qualified for. The second letter explains that the Foundation made qualifying distributions treated as distributions out of corpus. For the Keiser letter, the Foundation attaches a list of grants paid (with specific disclosures on the top) as a courtesy to the donor.

Example A
The Lynde and Harry Bradley Foundation, Inc.

Acknowledgment of Charitable Contribution

The Lynde and Harry Bradley Foundation, Inc. is a 501(c)(3) tax exempt organization and classified as a private foundation under the Internal Revenue Code. Tax Identification No. 39-6037928.

Name of Donor: XXXX

Date of Contribution: Month XX, Year

Amount of Contribution: \$XXX,XXX

Type of Contribution: Cash or Securities

We are providing this notice in accordance with Section 170(f)(8) of the Internal Revenue Code which requires written acknowledgment of contributions exceeding \$250.00.

We acknowledge that no goods or services were provided in consideration for this contribution nor was there receipt of any other economic consideration or benefit by the donor.

Cynthia K. Friauf
Vice President for Finance

DATE

Example B See A below

NAME

ADDRESS

CITY, STATE ZIP

Dear XXX:

Thank you for your \$XXXXXX contribution to the Lynde and Harry Bradley Foundation. We received your contribution of cash and/or securities on DATE and YEAR.

Attached is the formal acknowledgment form required by the Internal Revenue Service to substantiate your charitable contributions for tax purposes.

We sincerely appreciate your interest and commitment to the Bradley Foundation.

Sincerely,

Michael W. Grebe

MWG/xxx

Attachment

DATE

Example C-March 15 letter

NAME

ADDRESS

CIY, STATE ZIP

Dear XXXX:

There is an additional disclosure that must be sent to your accountant for preparation of your tax return. I am sending the disclosure to him and I have attached a copy for your reference.

The Internal Revenue Service requires the Foundation to send this disclosure in order to qualify for the maximum 50% contribution limitation for your contribution to the Foundation in XXXX.

Again, thank you for your contribution during XXX. If you have any questions regarding this matter, please call me at 414-291-9915.

Very truly yours,

Cynthia K. Friauf

Attachment

cc: Michael W. Grebe

Example D March 15 letter to individual donor

CONTRIBUTIONS BY XXXXXXXX

The Lynde and Harry Bradley Foundation, Inc.

EIN 39-6037928

Pursuant to Treasury Regulations section 1.170A-9(h)(4), The Lynde and Harry Bradley Foundation, Inc. (the "Foundation") hereby confirms:

XXXXXXXX made CASH AND/OR STOCK contributions in the amount of \$XXXXXX to the Foundation in calendar yearXXXX. The Foundation made qualifying distributions treated as distributions out of corpus in the amount and within the time required by Internal Revenue Code section 170(b)(1)(F)(ii) and the Treasury Regulations thereunder.

DATE

Example E

NAME

ADDRESS

CITY, STATE ZIP

Dear XXXXXX:

The Lynde and Harry Bradley Foundation, Inc. (Foundation) made grants from the funds donated to the Foundation by XXXXXXXX. We are reporting to you on the grants paid DATE according to the grant expenditure requirements. See the attached listing which shows the detail of \$XXXXX in grants.

Thank you for your support of the work carried on by the Foundation.

Very truly yours,

Michael W. Grebe

MWG/XX

Attachment

GRANT EXPENDITURE RESPONSIBILITY

Example F

The Lynde and Harry Bradley Foundation, Inc.

EIN #39-6037928

Contributions from XXXXXXXX

The Lynde and Harry Bradley Foundation, Inc. (Foundation) is submitting a report as required under expenditure responsibility. The Foundation made grants to the qualifying charitable organizations listed below on DATE .

The following list details the grantee and amount paid:

Grantee name

\$XXXXXXX

List of grantee names

dollar amount granted

Total at the bottom of the list

Example G included with tax return
The Lynde and Harry Bradley Foundation, Inc.

39-6037928

Form 990-PF, Page 9, Part XIII, Undistributed Income
Part XIII, Line 7

Election Under Treasury Regulations § 53.4942(a)-3(c)(2)

The Lynde and Harry Bradley Foundation, Inc. (the "Foundation") hereby elects under Treasury Regulations § 53.4942(a)-3(c)(2) to treat the amount shown in Part XIII, Line 7 (\$XXXXXXX) as a current distribution out of corpus. Such amount was treated by the Foundation as a distribution out of corpus under Treasury Regulations § 53.4942(a)-3(d)(1)(iii) in YEAR.

The Lynde and Harry Bradley Foundation, Inc.

By: _____
Title: _____