



DIVISIONS NEWS

New York State Public Employees Federation
PO Box 12414 • Albany, NY 12212

800-342-4306
Fax: 518-785-1814

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Selecting your audit committee

It's time to select your audit committee. Pursuant to policy, the division steward council must approve an audit committee to review the division's financial affairs of the past fiscal year. The audit committee has to consist of 3 members, and only one can be a member of the division council.

You will need to include the minutes of your meeting approving the selected members of the audit

committee. Audits are due by July 30th of every year. There are penalties for late audits that are not submitted. The audit committee also completes the fixed assets reports.

If your division does not have any fixed assets, the audit committee has to state that on the Fixed Assets form. Audit committees may be reimbursed for expenses such as meals and mileage, but cannot be paid.

Action items for your division:



- ➔ Division council meets and approves an audit committee.
- ➔ Audit Committee reviews fiscal year using approved audit forms and instructions.
- ➔ Audit committee completes Fixed Assets form.
- ➔ Audit submitted to PEF Divisions by July 30th.

New Procedure for Charges to Quarterly Per Capita Payments

In the past, divisions received invoices for various bills charge to the divisions. The division was then required to write a check to PEF for the charges. Going forward, division treasurers will no longer receive invoices from PEF. Amounts owed for these various charges, i.e. election services; printing, postage, etc. will be automatically deducted

from your next quarterly deposit.

Documentation will be provided to the Division for their records.

If you have any questions in regards to this new policy, or feel that your division has been charged in error, please contact Dolores Coleman at 1-800-342-4306, Ext. 232.

Maximum Allotment

Division treasurers will notice that a new item has been added to the printout report that is sent out to show the division the amount of their deposit along with the check number associated with the deposit.

The new item is labeled "Maximum Allotment". The number is determined by taking the sum of the last four allotments that your division has received.

If the sum of the last four allotments is \$5,000 or less, your division will be allowed to accumulate up to \$5,000 in the account at the end of any given quarter.

If the sum of the last four allotments is greater than \$5,000, your division will be allowed a maximum total of the four allotments in your bank account at the end of any give quarter.

Please keep in mind that you must stay at or below the amount designated for your maximum allotment or your division will not receive a deposit.

New Treasurers

Treasurer training is offered to any division treasurer. Please contact Dolores Coleman at 1-800-342-4306, Ext. 232 to schedule a training session.



To contact the DIVISIONS DEPARTMENT call:

1-800-342-4306 • 518-785-1900
Kristie Fowler, ext. 231 ... Dolores Coleman, ext. 232
Fax: 518-785-1814 • Web: www.pef.org

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Amalgamated Bank analysis charge

Please take a moment to look at your Amalgamated Bank account statements closely. Please be sure that the bank is not charging your division an "Analysis Charge". The bank should only be charging your division for check printing. If you find that your division has been charged an analysis charge, please contact Dolores Coleman so that we may get the amount reimbursed to you and to prevent further charges.

Leadership update form

Please remember that those divisions that elected their officers from their stewards need to provide PEF with the names of the officers after the election. If these names are not provided we will have no record that these officers are in place.

If you need a copy of the PEF Leadership update form, one can be found on the PEF website www.pef.org located under the Divisions tab under documents.

The image shows a sample of the PEF Leadership Update Form. It includes a header with the PEF logo and a title. Below the title are several sections with checkboxes and text boxes for providing contact information and officer details for a specific division.

It is very important that PEF Divisions Department receives this information, failure to return this information could result in late/lost quarterly per capita payments. If you have any questions, please contact Kristie Fowler at 1-800-342-4306, Ext 231.

Membership lists

Division treasurers are supplied with a membership list entitled "Div Quarterly Current Listing" on a quarterly basis. This information is included in the quarterly deposit packet. Updating this list on a quarterly basis will assure that every member is accounted for and in the correct area. Having this information is extremely important when running your division elections. We appreciate your cooperation in keeping these lists updated.

Political contributions

Divisions are reminded that political contributions are **prohibited**. Sometimes divisions do not realize that tickets to political picnics, events, dinners and ads are considered political contributions. Lunches or dinners with legislators are also considered contributions.

If your division would like to



contribute to political events, you should contact your Regional Coordinator. Individuals will have to reimburse PEF for any political contributions made on behalf of the division.

Resources

Amalgamated Bank – 1-800-332-2693 (toll free number to talk to a representative concerning your division account)

Amalgamated Automated – This service provides you with your bank balance and allows you to review outstanding checks, deposits, etc. Call 1-212-620-8600. When prompted for SS # - enter the last four digits of PEF's federal identification #: 8635

PEF Website – Go to www.pef.org, click on Divisions on the left side of the screen. This will take you to the Divisions Department page. On this page you can print your division constitution, download division/division finance documents and view previous issues of the Divisions newsletter.

Treasurer Help folder on the PEF website – You can access this moderated folder by going to <http://mail.pef.org>. Once at the log on screen, click on Public Access, click on the folder "Division Treasurer Help" and you will be ready to post your question or message.

REMINDER . . . Dates to Remember

✓ Audit/Fixed Asset Reports for 2003-2004 are due by July 30, 2004

✓ Budgets for 2004-2005 were due by April 1, 2004. If you have not sent in your budget, please do so as soon as possible.

✓ April, May, June 2004 (1st Quarter) Journal Register Reports are due by July 30th.