



# DIVISIONS NEWS

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

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

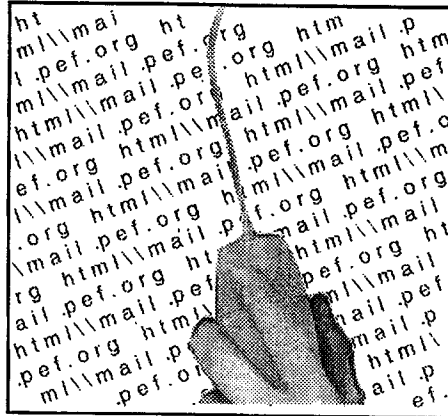
Volume 2, Issue 2

May, 2003

## Division Treasurers help is on the PEF website

This moderated folder was created to help Division Treasurers with a place to post their questions and concerns. Your message will not automatically be added as soon as you post. It will go through the division's office who will try to answer the question and then post both the question and answer.

You can access this folder by going to <http://mail.pef.org>. Once you arrive at the log-on screen, click on "Public Access." This will show all Public Folders that are available. Click on the folder Division Treasurer Help and you will be ready to post your question or



message. Please feel free to post an answer/tip for your fellow treasurers also. A Quarterly Journal Report in spreadsheet format is available for your use, courtesy of Ron Goldstein Division 245.

If you experience any problems, please contact Kristie Fowler at 518-785-1900 Ext 231 or send an e-mail to [mis\\_service@pef.org](mailto:mis_service@pef.org).

## Changing Signatories

Many divisions have had a change in officers recently and have been sent signatory cards and a



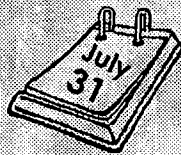
resolution form. Please make sure these forms are filled out correctly, you need at least two signatures on the account. There is an area where you put the names you want deleted from the signatures presently on file. If these documents are not filled out correctly, the bank will return them to PEF therefore delaying the change of signatories on your account.

If there, has been a change in your council and have not yet received these documents, please call Dolores Coleman at ext 232.

# REMINDER: Dates to remember

The audit and assets reports for 2002-2003 are due July 31, 2003.

Budgets for 2003-2004 were due March 31, 2003. If you have not sent in your budget,



please do so as soon as possible.

Fourth quarter Journal Register Reports are due by April 30, 2003.



## Does your division have a membership committee?

Some division constitutions require that a division have a membership committee. This committee is a necessity for larger divisions to keep track of their members. A membership committee is a good idea for any division to have. The membership committee can assist the treasurer in verifying the membership lists for the correct number of members and their location. The committee can also update Executive Board, Delegate and Steward Constituencies on a continual basis.

If you currently have a membership committee in place, please forward their names and email address (if applicable) to Kristie Fowler in the Divisions Department.

If you do not have a membership committee and would like help forming a committee or defining the role of the committee, please contact Kristie at 518-785-1900 Ext 231 or [kfowler@pef.org](mailto:kfowler@pef.org)

## Preparing Journal Register Reports

When you are ready to turn in your Journal Register Reports, please check for the following:

Signatures of both **council leader** and **treasurer** are on the Journal Register Report or the report **will not be approved**.

- When submitting vouchers, please see to it that each voucher is **signed by the council leader and treasurer**.
- When submitting vouchers and receipts for food or items that was purchased for (meetings and or events), please be sure to include a list

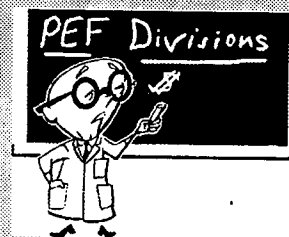
of people that attended that particular event.

**If these documents are not filled out correctly, they will be returned to you and this will delay the disbursement of your per capita payment.**

## Division treasurers

If you are having difficulty in preparing your reports, or you need treasurer training, you can call

**Dolores Coleman** at PEF Headquarters at ext 232 or by email at [dcoleman@pef.org](mailto:dcoleman@pef.org) to arrange a training session.



**. . . R E M I N D E R . . .**

**No quarterly payments will be deposited into a division's account if there is no treasurer.**

**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](http://www.pef.org)