



DIVISIONS NEWS

New York State Public Employees Federation
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Audit/Fixed Asset Reports in the mail

During the first week in March, division treasurers will receive a packet from the Divisions Finance Department. This packet will contain the forms necessary to complete the Audit/Fixed Asset Reports.

According to policy, the division must approve an audit committee to review the division's financial affairs of the past fiscal year. You must provide meeting minutes, including the names of the members chosen to audit the division's financial records.

The audit committee will have to consist of at least 3 members, and only one is allowed to be a division officer (i.e., leader, assistant leader, secretary, treasurer or steward). Please have each member of the audit committee sign the audit form where indicated.

If you do not receive an Audit/Fixed Asset packet, please contact Dolores Coleman at 1-800-342-4306 ext. 232.

Being prompt with documentation avoids penalties

When a quarterly report is submitted without proper documentation, the division treasurer will receive a letter requesting additional documentation. The additional documentation must be received within 30 days of notification. You can submit the requested documentation by e-mail to dcoleman@pef.org; fax the documentation to 518-785-1814 attn: Dolores Coleman; or, send it through

USPS to Dolores Coleman, NYS PEF, 1168-70 Troy-Schenectady Road, PO Box 12414, Albany NY 12212-2414.

Please remember, even though your report may have been received in a timely manner, if documentation is not submitted within 30 days, penalties will begin to accrue.



Reporting of Division Expenditures

At the PEF 2003 Annual Convention, the delegates passed the following resolution:

A member can receive a quarterly report on request from the division treasurer. If that request is not fulfilled in a timely fashion, the Regional Coordinator will intervene to make sure that request is fulfilled.

Updated membership lists are available via e-mail.

Council Leaders can obtain a quarterly report of their membership in alphabetical order and segregated by members and fee payers. This can be mailed to Council Leaders electronically in Adobe format if you contact mis_service@pef.org with your e-mail address.

Divisional Distributions

At the 1998 PEF Annual Convention, the delegates adopted the following resolution as policy:

WHEREAS, the Divisions of PEF serve as the initial contact point for PEF members, and the division quarterly allocation remains fixed with expenses routinely increasing as a result of inflationary costs increases:

THEREFORE BE IT RESOLVED, that the quarterly per capita allocations to divisions be increased at the same rate as salary increases by PEF members.

For example, an increase of 3 percent in individual salary as dues payments to members would generate an increase of 3 percent in per capita allocations to divisions. Please see Divisional Distribution box on the back.

Keep us informed of your new officers

Please remember that divisions who elected officers from their stewards need to provide PEF with the names of the officers after the election accompanied by the meeting minutes from the election meeting. If these names are not provided, no record of these officers can be established.

If you need a copy of the PEF leadership update form, one can be

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To contact the DIVISIONS DEPARTMENT call:

1-800-342-4306 Ext. 231 • 518-785-1900 Ext. 231

Fax: 518-785-1814 • Web: www.pef.org

found on the PEF Web site, www.pef.org, located under the Divisions tab under documents.

It is vital the 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.

PEF assumes cost of division steward elections

At the 2004 PEF Annual Convention, the delegates adopted the following resolution as policy:

WHEREAS, the cost of steward elections is one of the few costs that all divisions have in common; and

WHEREAS, currently, PEF charges its divisions for running their steward elections; and

WHEREAS, the smaller the division, the harder it is for the division to bear this cost; and

WHEREAS, the fact divisions have to bear this cost, may, in fact, discourage divisions from holding elections; and

WHEREAS, it is not in PEF's interest to retain this disincentive to running steward vacancy elections; and

WHEREAS, the PEF Secretary-Treasurer has advocated that PEF assume these costs, and indicated that PEF is well able to absorb said costs:

THEREFORE BE IT FURTHER RESOLVED, that PEF will henceforth assume the cost of all steward elections; and

BE IT FURTHER RESOLVED, that the PEF Secretary-Treasurer may in his/her discretion not reimburse a given division if he/she finds that division has been abusing this right by overusing it.

With the ratification of the PS&T 2003-07 Contract, the salary increases are as follows:

April 1, 2004 – 2.50% April 1, 2005 – 2.75% April 1, 2006 – 3.00%

As stated above, the Divisional Distributions will increase at the same rate. The following are the per capita rates per member:

<u>Effective Date</u>	<u>First 200 Members</u>	<u>Members over 200</u>
April 1, 2004	\$24.12/year \$ 6.03/quarter	\$19.29/year \$ 4.82/quarter
April 1, 2005	\$24.77/year \$ 6.19/quarter	\$19.82/year \$ 4.95/quarter
April 1, 2006	\$25.51/year \$ 6.37/quarter	\$20.41/year \$ 5.10/quarter

In January 2005, retroactive payments were made to Divisions for the 1st & 2nd quarter per capita increases owed for the 2.5% raise.



ALL IN FAVOR — Delegates vote to pass resolutions at the 26th PEF Annual Convention in Lake Placid, October 2004.

REMINDER:

Quarterly payments will NOT be deposited into a division's account if there is no treasurer.