



DIVISIONS NEWS

New York State Public Employees Federation
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PEF Convention Policy 27th Annual Convention September 18-21, 2005 – Rochester, New York

On October 18, 2004 the PEF Convention amended the General Conventions Policy regarding Division Funding/Convention Stipends. The Divisions have the discretion to allocate up to \$100.00 to delegates attending PEF Conventions.

Any allocations **must be approved in advance by the Division Council and be recorded in the minutes of that meeting prior to any Convention.**

This policy also prohibits the reimbursement of division delegates for single rooms. PEF provides for one half of a double room. Divisions may **NOT** pay additional charges for single rooms.

PEF pays for delegate meals at the Convention. Divisions may **NOT** pay for delegate meals at the PEF Convention. When a division reimburses its delegates or pays for delegate meals at the Convention, it is paying a second time for an

expenditure that is already paid by PEF. The PEF Divisions' Financial Policy prohibits these expenditures.

PEF reimburses delegates for travel expenses to and from the Convention. The delegates complete a special expense voucher, have their Regional Coordinator approve it and then submit it to PEF for payment. Divisions may **NOT** pay delegate travel expenses to and from the PEF Convention.

PEF 2005 Convention Treasurer Workshop

Division Treasurer training will be offered at this year's convention on Tuesday September 20 from 3pm – 5pm. This workshop is designed for Division Treasurers, Council Leaders, and Stewards. The workshop will review the responsibilities of the Division Treasurers, the proper completion of reports, and a discussion of appropriate Division expenses.



back with a note “Not Endorsed as Drawn” and your division will be charged a returned fee.

When filling out the signature cards, all cards (2 large and 1 small) must be filled out (front and back) completely.

The following information is required from at least 2 signatories: 2 pieces of Primary ID –or 1 piece primary and 1 piece secondary

PRIMARY

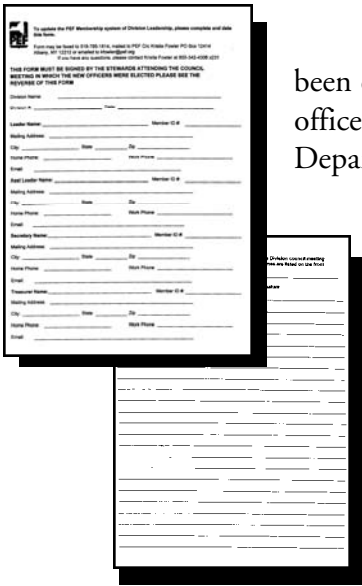
Drivers License/Learner's Permit
State Issued Non-Driver ID
US Military ID
Passport
Alien Registration Card
INS Work Authorization
Pistol Permit

For those divisions that have 2 accounts

When endorsing an Amalgamated check, one must endorse the check to whom it is payable. For instance, if you issue a check to PEF Division 000, then it must be endorsed on the back as PEF Division 000. Any variation on the endorsement, the check will be sent

continued

New Leadership Update Form



A new Leadership Update Form has been created for those divisions that elect their officers from their stewards. The PEF Divisions Department needs to be notified of any new officers. A new form must be filled out for each new term of office (even if there is no change). The stewards that attend the council meeting at which the officer election took place will be required to print and sign their name to the back of the form.

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

Need Division Forms?

The following forms can be found on the PEF website (www.pef.org). Once you get to the PEF website, go to the side bar, click on Divisions, then click on documents.

Here is a list of the documents that you will find:

- Duties of a Shop Steward
- Steward Election Timetable
- Annual Division Audit
- Leadership Update Form
- Guidelines for Maintaining a Fixed Assets Inventory
- Division Expense Voucher
- Quarterly Treasurer's Report (Excel format)
- Division Treasurer Training (HTML version)
- Division Treasurer Training (PowerPoint version)

Convention Treasurer Workshop (Continued)

SECONDARY

- Health Insurance Card
- Major Credit Card
- Automobile Registration Card
- Voter Registration Card
- Employer ID from Rated Company
- Organizational Membership Card
- Medicare/ Medicaid Card
- Public Assistance Card
- Real Estate Tax Bill

You must write the expiration date of the Drivers License on the back of the signature cards.

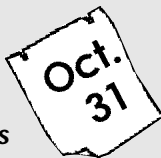
You must also include your home telephone number (cell phone number or work number are not accepted).

If you have any questions please call 212-727 6091.

If you omit any of these items—it will delay the process of becoming a signatory.

Due dates for quarterly reports:

For July, August, September expenditures



For October, November, December expenditures



For January, February, March expenditure



For Audit and Fixed Assets



ATTENTION:
Division Treasurers

If you are having difficulty in preparing your reports, or you need Treasurer training, please call Dolores Coleman at PEF Headquarters at ext 232 or you can email her at DColeman@pef.org.