



# DIVISIONS NEWS

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

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## PEF CONVENTION POLICY

28th Annual PEF Convention-  
October 15-18, 2006 – Lake Placid, NY

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.

## Division Policy Passed at June 2006 Executive Board

Any excess funds a division accumulates and wishes to invest must be put into a

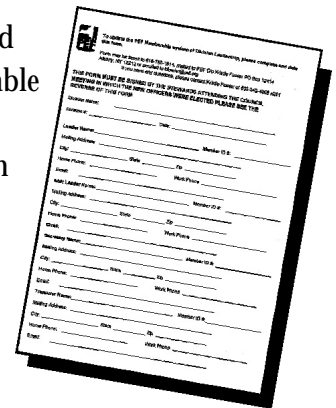
savings account, CD, or other secure vehicle where the money is safe.



## Need Division Forms?

*The following forms can be found on the PEF website:*

- 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)
- Division Newsletters



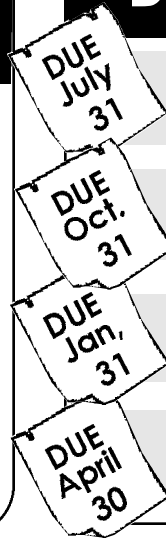
**ATTENTION:  
Division Treasurers**

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](mailto:DColeman@pef.org).



# REMINDER

The 1st quarter 2006-2007 Journal Register Report and audit and fixed assets reports for 2005-2006 are due July 31 2006. Penalties will begin to accrue on September 1, 2006.



## Due dates for quarterly reports

1st QUARTER — April, May, June and Audit/Asset  
*Penalties begin to accrue on September 1*

2nd QUARTER — July, August, September  
*Penalties begin to accrue on December 1*

3rd QUARTER — October, November, December  
*Penalties begin to accrue on March 1*

4th QUARTER — January, February, March  
*Penalties begin to accrue on June 1*

### To contact the DIVISIONS DEPARTMENT call:

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