



# 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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## PEF Convention Policy

25<sup>th</sup> Annual Convention

September 14-17, 2003 • Montreal, Canada

On August 2, 1991, the Executive Board adopted a policy regarding division reimbursement to delegates.

This policy states that if the convention is not held under one roof, the division shall issue a maximum of \$25 for each day and night stay to each delegate.

Please be advised that the maximum allocation to each delegate for this year's convention is \$75. The division must approve these payments at a council meeting prior to issuing the checks. A copy of the meeting minutes needs to be submitted with your quarterly report to document the expenditure.

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.



## Budget Amendment

All divisions are given the opportunity to include in the budget, an amount whereby the Council



Leader can disburse money without approval from the Divisions Council in accordance with the line items in the current division budget.

So far only 31 divisions have elected to include this option in their division budget. This option was established after concerns arose about divisions needing to have a meeting every time money was to be disbursed. In electing this option, you eliminate the need to call the council together each time a check is written.

If your division decides to include this option in the budget, please submit meeting minutes including the maximum amount the Division Leader is authorized to spend without prior Council approval. This amount should also be noted on the division's current budget.

Please remember that if your division does not include this option within the budget, meeting minutes will need to be provided for all expenditures that are listed on the quarterly journal register.

## 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



over please



# Divisions with accounts other than Amalgamated

Your division is allowed to have only one other bank account. The procedure to open a second account is defined in the Financial Information Packet for Division Treasurers.

You must obtain a Federal Identification Number from IRS. When you receive the number you are required to send the number to PEF Divisions Finance.

You are also required to complete a separate journal register for this second account and it is subject to the same oversight and policies that govern the Amalgamated Account.

You must send monthly statements and cancelled checks with your Journal Register for the second account.

Secretary-Treasurer Jane Hallum would like to remind divisions, that the

Labor Management and Reporting and Disclosure Act (LMRDA) “imposes a duty on union officers to manage the funds and property of the union...in accordance with its constitution and bylaws”. Violations of this law are subject up to a \$10,000 fine or imprisonment for not more than one year, or both.

## Division Elections



Ninety days before your divisions election is due, the council leader will receive a package that contains a *letter indicating that an election term will be up* and a new election must be performed, a copy of the *divisions membership list*, and a form called *'division request for election service'*.

- ★ The membership list needs to be verified, changed if necessary and returned to PEF.
- ★ If the division is requesting that PEF be their election committee and run the election, the 'division request for election service' form must be returned.
- ★ If the division chooses to have their own election committee run the election, a list of the name of the members should be sent to PEF, also indicating who the chair of the committee is.
- ★ The division must designate that PEF will be the election committee or that the division has their own election committee before we are able to proceed with the election process.

## ATTENTION: 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 you can email her at [DColeman@pef.org](mailto:DColeman@pef.org).

Budgets must be approved and submitted to PEF as soon as possible.

A budget committee must be selected to establish a new budget for the current fiscal year. The budget committee determines the estimated income from per capita quarterly payments, interest income and any other income that the division may receive. The committee must then propose an annual budget to the division council. The council must vote on whether to accept or deny the proposed budget. Once the budget is accepted, a copy should be forwarded to PEF. Refer to the Division Treasurer's Handbook page 9 for assistance.

**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)**

