



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 26th Annual Convention October 17-20, 2004 – Lake Placid New York

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.

PEF 2004 Convention Treasurer Workshop

Division Treasurer training will be offered at this year's convention on Monday October 18, 2004 from 4:30pm – 6:30pm. 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.

Receipts for Reports

Division Treasurer and Leaders will now be receiving a receipt once a report is submitted (audit/asset, quarterly reports or needed documentation). This will enable us to keep track of the many reports that are submitted to PEF Divisions Finance on a daily basis.



Deposits

Starting August 2, 2004 deposits will be deposited into each account electronically. When a deposit has been made to your division, a letter will be sent giving you the date the deposit was made, and the amount of the deposit.

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



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New Penalty Structure

According to the PEF Policy Manual:

VI. Penalties

A. Division quarterly payments shall be withheld until all outstanding reports are submitted.

B. A portion if a Division's quarterly payment may be forfeited if the quarterly report or Audit Report is more than 30 days late. (example: 90 days 30/90 of funds may be withheld)

Example:

2nd quarter report due 10/31/04 if not received as of 11/30/04 a daily penalty (1/90) will begin accruing until report is received. If by the 90th day the

report is not received, you will be in 100% penalty.

Even though your report may have been received in a timely manner if documentation is inadequate or missing, you will have 30 days to submit the documentation before penalties begin to accrue.

Requesting a Membership List

Council leaders, treasurers and membership or election committee chairs can request a listing of their division membership by contacting the Divisions Department or sending an email to:

mis_service@pef.org



Reminder: You can access the PEF website 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.

To contact the DIVISIONS DEPARTMENT call: 1-800-342-4306 ● Fax: 518-785-1814

New York State
PUBLIC EMPLOYEES
FEDERATION, AFL-CIO
PO Box 12414
Albany, NY 12212-2414

