



# DIVISIONS NEWS

New York State Public Employees Federation  
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## PEF CONVENTION POLICY

29<sup>th</sup> Annual PEF Convention • September 16-19, 2007 – New York City

PEF's 29th annual convention will be held September 16-19, 2007 at the Sheraton New York and Towers, New York City. The hotel is located at 811 Seventh Ave between 52nd and 53rd Streets.

At the February Executive Board Meeting, it was decided that the divisions have the discretion to allocate up to \$125.00 to delegates attending PEF's 29th annual Convention at New York City, September 16-19 2007. **THIS IS ONLY FOR THIS YEAR'S CONVENTION.** The normal Convention Stipend by PEF policy is a max of \$100.00 per delegate.

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.

### What Are the New Division Services?

- Use "Purchase" Cards
  - instead of writing checks
- Earn interest
  - on unspent monies
- Let us deposit checks for you
  - through our new Remote Deposit service
- Let us do your financial reporting
  - you won't need to fill out journal registers any more
- Let us reconcile your Divisional Account Balances
  - we do all your account reconciliations for you
- Let us issue checks for you
  - we will process any needed computer checks
- Let us handle your document storage
  - and ensure compliance with federal and state record retention requirements.

### Learn About New Financial Services for Divisions

Attend the Convention Division's Treasurer training Tuesday September 18, 2007 @ 2:30pm-4:30pm SEATING IS LIMITED. At this training you'll find out about PEF's New Services being provided to Divisions. If you would like to attend, please contact Dolores Coleman 1-800-342-4306 ext 232 or email her @ [dcoleman@pef.org](mailto:dcoleman@pef.org).

### Does Your Division Need a Computer?

PEF will be upgrading their computers at headquarters which means there are free computers available for those Divisions who are in need. This is on a FIRST COME, FIRST SERVE basis. If you would like to get on the list, please e-mail our MIS department at [mis\\_service@pef.org](mailto:mis_service@pef.org) or call PEF Headquarters at 1-800-342-4306, ext.

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## REMINDER

The 1st quarter 2007-2008 Journal Register Report and audit and fixed assets reports for 2006-2007 are due July 31 2007. Penalties will begin to accrue on a daily basis on August 30, 2007.

The 2nd quarter 2007-2008 Journal Register Report is due October 31, 2007. Penalties will begin to accrue on a daily basis on November 30, 2007.

If you are having a problem with any of your reports or have any questions, please contact Dolores Coleman at PEF Headquarters, ext. 232.

308. PEF's upgrade is scheduled after the 2007 Convention, so you will be back sometime in Oct./Nov.

## Having a Divisional Function?

If you are having a Divisional function, i.e. picnic, holiday party, meeting and the provider is requesting a certificate of insurance for the event – PEF will provide that for you under our insurance coverage. You will need to send the details of the event to [vodell@pef.org](mailto:vodell@pef.org). Ms. O'Dell will forward the request to our insurance company who will then issue you a certificate of insurance. Contact Valerie O'Dell by phone at 1-800-342-4306, ext. 321.

## Need Division Forms?

The following forms can be found on the PEF website ([www.pef.org](http://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)
- Division Newsletters

## Send Us Your E-Mail Address!

Sometimes it is hard to reach you by phone! If you have an e-mail address that we may contact you at, please send it to [dcoleman@pef.org](mailto:dcoleman@pef.org). We are trying to create a database of e-mail addresses so that we may send you information about new services available, report deadlines, missing reports or documentation. The faster we can reach you the faster we can help!

## Division Treasurers ... Help is on the PEF Web site

This moderated folder was created to help Division Treasurers with a place to post their questions and concerns. Your message will not automatically be added as soon as you post. It will go through the division's office who will try to answer the question and then post both the question and answer.

You can access this 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. Please feel free to post an answer/tip for your fellow treasurers also. A Quarterly Journal Report in spread-sheet format is available for your use, courtesy of Executive Board member, Ron Goldstein of Division 245.

**ATTENTION:**  
**Division Treasurers**

## AMALGAMATED BANK HAS MOVED

*Please note the following address:*

Rose Perez, Amalgamated Bank of New York  
275 Seventh Avenue, 14th Fl., New York, NY 10001

Contact Jane Broggy at 212-895-4459

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