



Annual Division Audit – Purchase Card

Fiscal Year _____

Division # _____

In accordance with Article IV, Section 2 of the Model Constitution, all Divisions must audit their Financial Records for an annual period beginning on April 1 and ending on March 31. The objectives of an audit are to:

1. Confirm that all assets (ie. cash, equipment, furniture) of the Division are properly protected and accounted for.
2. Ensure that all funds owed to the Division are received by the Division; all funds disbursed by the Division were for proper and approved expenses; and that all financial transactions of the Division have been properly recorded.
3. Determine if the budget adopted by the Division is properly adhered to; and the financial reports prepared by the Division accurately reflect its activities for the past fiscal year and its current fiscal condition.
4. To ensure that the Division membership is kept informed and aware of how Division funds are used and accounted for.

The audit is to be conducted by a committee of at least three Division members appointed by the council no later than April of each year. Only one member of this

committee may be either currently serving as a steward or officer and/or have served as such during the audit period, although there is no requirement that they be part of the committee. The purpose of the rule of “only one steward or officer” is to provide a greater degree of independence and objectivity in the performance of the audit. A Division may not compensate the audit committee for its services, though expenses encountered by the members while performing the audit may be reimbursed.

The following is an Audit report form which is to be used and completed by the audit committee. It is designed to provide a comprehensive review of a Division’s finances. You will note that responses to all questions must be made. If a question is not applicable to your Division, this should be indicated in the space provided. A completed audit report must be submitted to the Divisions Finance Office by the date specified in the email that was sent to your treasurer with this report. If this report is late, the deposit of your Division’s quarterly funding will be withheld until the report is submitted.

If this report is not filled out properly and completely, it will be returned for proper completion and will be recorded as pending.

1. The questions below are related to the operating guidelines established by the PEF executive board and included in each division constitution. **Explain any questions answered no.**

A. Are minutes of the proceedings of each division and council meeting recorded and made available?

Yes No

B. Have copies of all approved motions regarding division finances been furnished to the division treasurer?

Yes No

2. In the space provided, add any additional comments, observations, or recommendations as they pertain to the operation of council or division meetings and the operation of the council or division as a whole within the guidelines and policies of PEF as defined in the division constitution, and the constitution and bylaws of PEF.

3. Does the division own any equipment (office furniture or laptops, etc.)

Yes No

If no, skip to question 5.

4. If you answered yes in question 3, was the equipment inventory form provided to the audit committee?

Yes No

5. Has the division obtained funding other than the quarterly per capita provided by PEF headquarters (eg. fund-raisers, donations)? If yes, please indicate the source.

Yes No

6. Was a division budget adopted for the fiscal year just ended provided to the audit committee?
If not, explain.

Yes No

7. Review the prior year's audit report. Have the recommendations in the report been adopted by the Division and have the conditions that prompted those recommendations been corrected? If not, explain.

Yes No

8. Does the division conduct events where a portion of the cost of admission to is paid to the division by those attending the events? If yes, were these monies deposited in the division account and accounted for on the trials balance?

Yes No

9. Audit Summary

Has the audit of the division records found any indication that recommended policies and or procedures are not being followed by the division? If no, please explain.

Yes No

10. Has the audit of the division records found any indication that the division membership and or PEF headquarters are not being kept properly informed of the division's financial activities? If no, please explain.

Yes No

11. Has the previous year's audit report been presented to the membership (at a division meeting, via email, or by other appropriate means)?

Yes No

12. Are all expenses relevant to the divisions spending?

Yes No

Please sign and date the report below and forward along with the meeting minutes containing the names of both the members who were appointed and approved as part of the divisions audit committee.

NYS Public Employees Federation
Divisions Finance Office
P.O. Box 12414
Albany, New York 12212

or Email Divisions@pef.org

Print Name	Signature	Position Held (Indicate member, officer, or steward)	Date Signed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

You have completed the audit of your division. The Audit Committee is encouraged to make any suggestions or recommendations that they feel are relevant to either the operation or finances of the Division, or the improvement of the audit procedure. You may also submit any concerns confidentially to PEF Internal Auditor, Mike Fratangelo at MFRatangelo@pef.org.