

DIVISION RECORD KEEPING GUIDELINES

The journal register is a record of all the financial transactions a Division makes. It must be signed by the Division Leader and Treasurer and sent to the Divisions Finance Office every three months. The white copy of the Journal Register should be submitted with expenditure documentation to the PEF Divisions Finance Office at PEF Headquarters. The yellow copy of journal register should be sent to the appropriate Regional Coordinator. The pink copy of the journal register should be retained by the Division with copies of the expenditure documentation. If there are no transactions within a quarter, record the months, the year, the current balance, and the words "No Transactions" and submit the report. A Division will not be funded if its quarterly journal register is delinquent. A penalty will be assessed against a Division's funds if its quarterly journal register is late 90 days or more. The following is a schedule for reporting:

<i>Months</i>	<i>Submittal Date</i>
April, May, June	July 31
July, August, September	October 31
October, November, December	January 31
January, February, March	April 30

Recording transactions on the journal register:

Balance Forward is the balance carried over from a prior page or prior register report. It should be recorded on the first line in the "Net Checkbook Balance" column.

Deposits are recorded by writing the date, the source and the check number in the first three columns of the journal register. The amount of the deposit is recorded in the "Received" column and added to the "Net Checkbook Balance".

Disbursements are recorded by writing the date of the check, the name of the person or vendor to whom it is issued, and the check number in the first three columns of the journal register report. The amount of the check is recorded in the "Disbursed" column and subtracted from the "Net Checkbook Balance". The amount of the disbursement is also recorded in the column category to which it applies. If the expenditure applies to none of the available column categories, it is recorded in the "Other" column and explained. If the expenditure categories recorded on the register report are not applicable to your Division, you may cross them out and record your own categories underneath. All checks issued by a Division must be signed by two signatories. All void checks must be returned with the journal register report. **Under no circumstances are checks to be issued to cash.**

At the bottom of the quarterly report is a section for summary totals. This section is designed to assist your audit and budget committees in determining your annual receipts, disbursements and expenditure category totals. It is to be filled in on the last page of each quarterly report. These totals are to be kept on a fiscal year basis. The Divisions have a fiscal year which begins on April 1 and ends on March 31. Totals from a previous year are **not** to be carried forward to a new year. This means that on the "April, May, June," report, zeros (0) will be recorded on the "Cumulative Totals/Previous Quarterly Report" line.

Current Quarter Report Totals: The "Received", "Disbursed", the expenditure categories, and the "Other" columns of all the pages of this quarterly report should be totalled and the totals recorded on this line.

Cumulative Totals/Previous Quarterly Report: The "Received", "Disbursed", the expenditure categories, and the "Other" column totals on the previous quarterly report should be recorded on this line. **Note that if you are working on the April, May, June quarterly report, zeros (0) should be recorded on this line.**

Current Fiscal Year Cumulative Totals: The column amounts on the "Current Quarter Report Totals" line are added to the column amounts on the "Cumulative Totals/Previous Quarterly Report" line. The outcome is a "Current Fiscal Year Cumulative Total" for each column category.

All Division expenditures must be properly documented. Original vendor receipts that clearly indicate the purpose and explain the expenditure constitute documentation. If the vendor receipt is not self-explanatory, an explanation should be recorded on a Division Expense Voucher and attached to the receipt. Expenses cannot be for the following: salaried employees, political contributions, internal caucus activities, partisan union political activities, honorariums and stipends to Division members, direct payment to members in excess of actual expenses, rebates of membership dues, legal fees, reimbursement issued to delegates for single room fees at PEF Conventions, any illegal acts detrimental to PEF.

Additional journal register reports may be obtained by contacting the Divisions Finance Office at PEF Headquarters (P.O. Box 12414, Albany, NY 12212. For further information regarding Division finances and reporting, you may refer to the "Financial Information Packet for Division Treasurers". If you need a copy of this manual, please contact the Divisions Finance Office.