

BEST PRACTICES FOR DIVISIONS FINANCE

Checkbook Program





PEF Divisions Department

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- Nicole Harris Divisions Fiscal Analyst Purchase Card
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BEST PRACTICES OF DIVISIONS IN GOOD STANDING



- TIMELY- Completes all the required forms (budget, audit, and quarterly reports)
- 2. **SUPPORTIVE -** Maintains a financially responsible council
- 3. ORGANIZED Provides all itemized receipts and attendance lists
- **4. COMMUNICATION -** Regularly in contact with division members and with PEF Divisions Finance staff.

DIVISION FUNDING



- Per Capita Payments are deposited every quarter
 - Payments are made at the end of June, September, December, and March
- Reporting needs to be up to date in order to receive your divisions quarterly allotment
- You need to have a financially responsible council in order to be eligible for payment
- Your division must not be over the max in order to receive payment
 - Over the max means a Division's balance may not be more than:
 - the sum of the last four quarterly payments
 - or \$5,000 (whichever is greater)

QUARTERLY DEPOSIT CALCULATION



- The calculation to determine each per capita payment is based upon the members on file as of the prior quarter, which can be found on the "Quarterly Member Counts" listing
- Current per PEF Member amount (November 2018)
 - \$31.40 for first 200 members per year or \$7.85 per member per quarter
 - \$25.12 for members over 200 per year or \$6.28 per member per quarter

BUDGET



- PEF's Fiscal Year runs from April 1st March 31st
- Budget is to be approved by the Division Council on or before April 1st
- Approved budget is due to PEF Finance by April 30th (meeting minutes **MUST** be submitted with completed budget)
- Penalties begin to accrue on June 1st

BUDGET



- Don't forget to include your March 31st Ending balance
- Your budget does not have to zero out
- Submit your meeting minutes with completed budget

Division balance as of March 31, 20	021 (refer to March 2021 bank stateme	ent)	
Estimated yearly per capita payme	nts (total of the last 4 per capita depo	sits)	
Total of 3/31/21 balance and estin	nated yearly per capita payments (abo	ve)	
2021-2022 anticiapted expenses:			
	Meetings and Travel (Members	hip/Steward)	S
	Member Recognition (plaques, certificates)		S
	Postage/Office Supplies		\$
	Convention Stipends		\$
	Programs and Education (conferences)		S
	Scholarships		5
	Good and Welfare (donations)		5
	Giveaways (calendars, pens, shirts, etc)		\$
	Picnic		<u>\$</u>
	Holiday Party		5
	Ending Balance A	After Expenses	\$
DATE APPROVED			
100 CO. 100 SC. 100 CO.			
Printed Name of Division Leader	Sign	ature of Division Le	ader
Printed Name of Division Assistant	Leader Sign	ature of Division As	sistant Leader
Printed Name of Division Secretary	Sign	ature of Division Se	cretary
Printed Name of Division Treasurer	Sign	ature of Division Tr	pasuror
THIRD IT AND THE STORY	56	active of Division 11	

QUARTERLY REPORTS



- 1st Quarter (April, May, June)
 - ❖ Due July 31st
- 2nd Quarter (July, August, September)
 - Due October 31st
- 3rd Quarter (October, November, December)
 - Due January 31st
- 4th Quarter (January, February, March)
 - ❖ Due April 30th

^{*}Penalties will be assessed beginning 1 month after the due date of the report*

CHECKBOOK DIVISIONS



- Signatories must have at least 2 (dual signature on checks)
 - Recommend Leader & Treasurer
 - Recommend at least 3 signers in case one is not available
 - Forms for updating signatories are available from Finance Department
- Monthly bank statements are emailed to the Council Leader and Treasurer directly from Bank of America – please keep your email address up to date!
- Additional checks can be ordered through the PEF Divisions Finance Department

QUARTERLY REPORT – COMPLETED JOURNAL REGISTER



- Remember to list all checks, deposits and voided checks
- Checks should be listed in numerical order
- The Council
 Leader and
 Treasurer must
 sign the journal
 register
- Even if you have no activity, a register needs to be completed

	Bank of America	•		В	ank Account: Quarterly F				ivision No.: 1st Qtr		12345	Report No. 1 Fiscal Year: 2018-19
Date M D	Checks Disbursed To Received From	Check Number	Amount		Net Checkbook	Meeting and	Postage	Printing and	Programs and	Good and		Other
			Received	Disbursed	Balance Travel	· caloge	Stationery	Education	Welfare	Amount	Explanation	
	Brought Forward				8,000.00							
	PEF		1,000.00		9,000.00							
	Staples	1234		20.00				20.00				Printer Ink
	US Post Office	1235		30.00			30.00					Stamps and Envelopes
	Will Smith	1236		140.00								Mileage and Tolls
	Martha Washington	1237		150,00	8,660.00	150.00						Mileage and Tolls
	Olive Garden	1238		60.00	8,600.00	60.00						Council Meeting
	Picnic Place	1239		1,700.00	6,900.00	1,700.00						Division Picnic
	VOID	1240			6,900.00							VOID
					6,900.00							
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We the undersigned do hereby certify that the above expenditures were made in accordance with prescribed guidelines. Signed:

Division Leader

Division Treasurer



SUPPORTING DOCUMENTATION



- Attendance Lists
 - All members must sign an attendance list for all meetings, picnics, parties etc.
- Vendor Receipts Scanned is acceptable Receipts NEED
 TO BE ITEMIZED!
- Any additional documents that are needed to substantiate the expense.
- If Expenses Are Not Properly Documented
 - It can delay quarterly payments
 - Penalties may be incurred
 - The undocumented purchases will be deducted from future payments.

QUARTERLY REPORT - COMPLETED VOUCHER



- An expense voucher must be completed for every transaction
- A receipt and all supporting documentation must be included with ALL transactions
- TIP: Be as detailed as possible on this form!

	For Treasurer's Use
	Division# : 1234
	Date voucher was paid: 04/15
	Check number : 1000
	Amount of check \$:152.10
DIVISION # 1234	Sheet 1 of 1
DIVISIO	ON EXPENSE VOUCHER
(On the reverse side of this form are guid	delines regarding expenditures and documentation requirements) PLEASE PRINT OR TYPE
Name of Payee: John Doe	Address: 123 Sesame Place
Telephone: DATE PAID: 04/15	City, State, Zip:
DESCRIPTION OF TRANSACTION	(Be Specific – see instructions on reverse)
Travel to meeting with Division member	
Latham, NY to Lake Placid, NY	
130 miles x 2 = 260 miles	
130 miles x 2 = 260 miles (58.5 cents per mile) = 152.10	
(58.5 cents per mile) = 152.10	
(58.5 cents per mile) = 152.10	ION COUNCIL CERTIFICATION COURTED for PEF business and proper receipts for all expenditures
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(58.5 cents per mile) = 152.10 DIVISI I certify that the above expenses were in listed are attached. Signature of Division Council Leader	curred for PEF business and proper receipts for all expenditures Date

ALLOWABLE EXPENSES



- All expenses must be approved by the Division Council and have a union purpose
- Membership Meeting Expenses
- Operating Expenses
- Steward traveling expenses (meals/mileage, etc.)
- Scholarship Fund
- Convention Stipend for Delegates max of \$150
- Tickets and contributions for local functions where the division should be represented
- Gifts to Members (non-cash only gifts)
 - What is done for one member needs to be financially possible and made available for all members if requested
- Donations (Charitable contributions)

PROHIBITED EXPENSES



- Expenses not directly funded by a Divisions Budget
 - Statewide Committees such as LM, H&S, Standing & Special Interest
- Political contributions
- Single rooms for Convention Delegates
- Reimbursement Of Members Dues
- Expenses already reimbursed by PEF
- Internal Caucus/Partisan Union Activities
- Salaried Employees
- Legal Fees
- Cash Gifts this includes Visa/Amex Gift Cards
 - Gift Cards can be given out as door prizes, raffle items, and retirement gifts
 - Keep record of who received the gift cards, we will need to receive this information when you submit your quarterly reports

EQUIPMENT INVENTORY FORM



 Remember to have both the Council Leader and Treasurer sign the form.

• Form is due June 30th.

Division Number			
Equipment Inventory			
Date of Inventory			

Date Purchased	<u>Yendor Name</u> Item Description and Condition	Checks Item Serial Number	Cost of Item	Custodian Responsible for Item Name/Phones	Address Where Item is Located
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attest that t	he above stated are all the fixed a	ssets owned by	Division	and th	e information
	is Inventory Form is accurate and				

PENALTY STRUCTURE EXAMPLE



A portion of a Division's quarterly payment may be forfeited if reports, such as the quarterly report, budget or equipment inventory are more than 30 days late. Penalty schedule is below.

- QTR1 journal register report due July 31st
 - If received by:

August 31
September 30
October 31
1/3 of the per cap payment may be forfeited
2/3 of the per cap payment may be forfeited
Entire per cap payment may be forfeited

- QTR2 journal register report due October 31st
 - If received by:

November 30
December 31
January 31
1/3 of the per cap payment may be forfeited
2/3 of the per cap payment may be forfeited
Entire per cap payment may be forfeited

- QTR3 journal register report due January 31st
 - If received by:

February 28
March 31
April 30
1/3 of the per cap payment may be forfeited
2/3 of the per cap payment may be forfeited
Entire per cap payment may be forfeited

- QTR4 journal register report due April 30th
 - If received by:

May 31
June 30
July 31
1/3 of the per cap payment may be forfeited
Entire per cap payment may be forfeited

BENEFICIAL ASSISTANCE



- The division does not have access to a checkbook or purchase card
- PEF Division Finance staff manages your division expenditures directly
- All payment requests are handled by PEF Divisions Finance
 - Payment to vendors can be made by check with 7 business days notice or via credit card payment over the phone with 2 business days notice
 - Supporting approval documentation need to be submitted prior to the payment being made
 - Attendance lists need to be submitted no later than 7 calendar days after the conclusion of the event

NOTES...



- Monthly statements from Bank of America are emailed once the statement cycle closes
- Quarterly reports are emailed to the Division Leader and Treasurer
- Reminder emails will be sent if quarterly documents are not submitted
- Only those having purchasing authority and a completed purchasing authority form on file can make internal PEF charges

NOTES...



- We are not sales tax exempt. Any product or service that you purchase for your division should include sales tax
- All financial forms can be found at www.pef.org/divisionsfinance
- Any bounced checks will incur a charge of \$50.00 to the division

THANK YOU!



We thank you for your contributions to PEF and for taking an active role in your division. Working together we can remain UNION STRONG!