

NYS Public Employees Federation

Annual Report of Division Audit Committee

Division # 263 Division Name Audit & Control
Covering Fiscal Year 2018-19

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: copies are provided to steward council and available to all members on request.

Yes No
[checkmark] [blank]

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

[checkmark] [blank]

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. (Attach additional sheets if necessary).

Council meetings are held on a monthly basis.
General membership meetings are held at least twice a year.
Information is shared through the website, bulletin boards, and emails.

- | | Yes | No |
|--|----------------------|----------|
| 3. Have division journal reports been submitted to the Secretary-Treasurer and the Regional Coordinator for each quarter of the fiscal year just ended?

_____ | <u>✓</u> | _____ |
| 4. Have all monthly bank statements, for the fiscal year just ended, for all division bank accounts, been reconciled to division books and records by the division treasurer, and have any and all differences between the bank statements and division records been properly resolved and adjusted on the division books?

_____ | <u>✓</u> | _____ |
| 5. Does the Division have a petty cash fund? | _____ | <u>✓</u> |
| 6. If yes, is a ledger maintained, and is it operated as an imprest fund (revolving fund, replenished periodically based on receipts and invoices received for the funds disbursed)?

_____ | --- | N/A --- |
| 7. Does the Division own any fixed assets (office furniture or equipment, etc.)?

_____ | _____ | <u>✓</u> |
| 8. If yes, is a fixed asset inventory record on file?
already provided to PEF HQ (no assets)

_____ | --- | N/A --- |
| 9. Has the division obtained funding other than the quarterly per capita provided by PEF Central (eg. bank interest, fund-raisers, donations)? Please indicate the source.
ticket sales for picnic and steak roast, stipend from PEF Membership Benefits for GMM presentation

_____ | <u>✓</u> | _____ |
| 10. Was a division budget adopted for the fiscal year just ended, as required?
If not, explain. _____
_____ | <u>✓</u> | _____ |
| 11. Has a division budget been adopted for the current fiscal year and submitted to PEF Central as required?
If not, explain. _____
_____ | <u>✓</u> | _____ |
| 12. Has an annual financial report of the division's operations for the fiscal year just ended been prepared by the division treasurer and been distributed to the division membership, as required?
If not, explain. provided to steward council; available to members on request

_____ | _____ | <u>✓</u> |
| 13. Review the prior year's Audit Report. Have the recommendations in this report been adopted by the Division and have the conditions that prompted those recommendations been corrected?
If not, explain. No recommendations were made in last year's report.

_____ | --- | N/A --- |
| 14. 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 receipts deposited in the Division account and accounted for on the quarterly reports?

_____ | <u>✓</u>
<u>✓</u> | _____ |

"Exhibit A"

Instructions for completing "Exhibit A" are located on pages 8 and 9.

PEF Division Audit Worksheet

Division # _____

Name

For Fiscal Year Ended 03/31/____

A) **Cash on Hand 04/01/____** Bank Name _____ \$ _____
List all bank Accounts Bank Name _____ \$ _____
Petty Cash \$ _____
Total Cash on Hand At Beginning of Fiscal Year \$ _____

B) **Cash Receipts 04/01/____ to 03/31/____**

	<i>1st Quarter</i>	<i>2nd Quarter</i>	<i>3rd Quarter</i>	<i>4th Quarter</i>	<i>Total</i>
Per Caps _____					
Bank Interest (Credited: _____ Monthly _____ Other Explain: _____)					
Other Cash Receipts (Attach List) _____					
Total Cash Receipts \$ _____					

C) **Total Funds Available for Fiscal Year: Add (A) and (B) \$ _____**

D) **Cash Disbursements 04/01/____ to 03/31/____**

<i>Description</i>	<i>1st Quarter</i>	<i>2nd Quarter</i>	<i>3rd Quarter</i>	<i>4th Quarter</i>	<i>Total</i>
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Total Expenses	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

SEE ATTACHED SPREADSHEET

E) **Total Cash On Hand, Fiscal Year Ended 03/31/____ (C) less (D) \$ _____**

F) **Cash on Hand 03/31/____** Bank Name _____ \$ _____
Bank Name _____ \$ _____
Petty Cash \$ _____
Total Cash on Hand (should be equal to [E] above) \$ _____

— Please complete questions 16 - 23 on the following pages —

16. Does the total in each expense category on your audit work sheet agree with the amount shown for each expense category on the annual financial report? If not, explain. Attach additional sheets if necessary. Yes No
An \$80 deposit in Q3 was recorded as a negative disbursement but shows in bank as a deposit so the audit committee categorized it as income. Similarly, we categorized a \$50 negative receipt in Q2 as an expense instead.

17. Does the total of each expense category (eg. total of all checks issued for postage) agree with the amount set for it in that year's adopted budget. If not, explain. Yes No

18. With each quarterly percapita, the Division receives a computer printout of the division membership and agency fee payers, (potential members). Review these printouts, and in light of any recent layoffs or other program changes, determine if the trend in these figures shows an increase or decrease in membership. Increased division membership equals increased division funds. Divisions do not receive funding for agency fee payers. The trend in our division membership is: Up Stable Down
 The reasons for this are:
Hiring at OSC is approximately equal to attrition. The division's Orientation/Welcome Committee does excellent work to introduce new hires to the union and sign them up.

19. **Division Fixed Assets**
 Each Division is required to have approval by majority vote of the council to purchase any fixed assets costing from \$100 to \$1,000. Any item costing \$1,000 or more requires a majority vote of a division quorum at a division meeting, after obtaining bids from at least three (3) other vendors. If approved, written notice must be given to the PEF Secretary/Treasurer prior purchasing the item.

Once obtained, each asset is assigned a custodian and must be kept at a designated location. Bearing this in mind, obtain the fixed assets file from the division treasurer and inventory the items listed, noting whether or not each item listed is in custody of the individual indicated and that it is located where indicated. Are all fixed assets in good working condition and being used for division business?

In your review of the division fixed asset records, did you find them to be up to date and accurate?
 Yes No If no, explain.

N/A - the division has no fixed assets.

20. **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? Yes No If yes please explain below or on additional sheets of paper.
The Annual Financial Report should be distributed to or readily accessible by the division members yearly.
The Annual Division Audit should be presented to the membership and accepted at a general membership meeting.

21. Has the audit of the Division records found any indication that the Division Membership and or PEF Central are not being kept properly informed of the Division's financial activities? Yes No If yes, please explain below.
AFR should be distributed as noted in #20.

22. Has the previous year's audit report been presented to the membership (at a Division meeting, in a Division newsletter, or by other appropriate means) and has it been accepted by a majority vote of your Division's membership in attendance at a regularly scheduled Division membership meeting? _____ Yes _____ No
 _____ Date of meeting. If no, please explain below.

The previous year's audit was not presented at a general membership meeting for acceptance.

23. Please check the appropriate boxes below and submit copies of the documents listed with your report. Sign and date the report on the following page and forward to:

NYS PUBLIC EMPLOYEES FEDERATION
 Divisions Finance Office
 P.O. Box 12414
 Albany, NY 12212

- Completed audit form including Exhibit A.
 Treasurer's annual financial report.
 Division Budget with approved amendments.
 Division fixed assets inventory sheet. Attachments (If none, so state).
 Meeting minutes containing the names of the members who were elected and approved as part of the divisions audit committee.

<i>Print Name</i>	<i>Signature</i>	<i>Membership ID #</i>	<i>Steward Officer Member</i> (In this area please indicate you are a member, an officer, or a steward.)	<i>Date Signed</i>
<u>Sarah Lauser</u>	<u>[Signature]</u>	<u>3488921</u>	<u>Steward</u>	<u>10/28/2019</u>
<u>JOSEPH SALO</u>	<u>[Signature]</u>	<u>9753270</u>	<u>MEMBER</u>	<u>10/30/2019</u>
<u>Miguel Feliciano</u>	<u>[Signature]</u>		<u>Member</u>	<u>10/31/2019</u>

You have completed the audit of your Division. You are encouraged to make any suggestions or recommendations that you feel are relevant to either the operation or finances of the Division, or the improvement of the audit procedure. Minority opinions are welcome and should be addressed to the PEF Secretary-Treasurer, in care of the Divisions Finance Office, at the above address.

DV797-Revised 6/02

15. "Exhibit A" PEF Division Audit Worksheet - Division #263 - Audit & Control - For Fiscal Year Ended 03/31/2019

Bank						Checkbook					Reconciliation	
Previous Year - Audit Report												
line F - Bank Balance						\$ 41,373.56						
A) Cash on Hand 04/01/2018												
Bank of America						\$ 41,373.56					\$ 31,119.41	
						Checkbook					\$ 31,119.41	
											\$ 714.83	
											\$ 9,539.32	
											<u>\$ 41,373.56</u>	
											checkbook starting balance	
											known outstanding checks	
											known unrecorded deposits	
											reconciled starting balance	
B) Cash Receipts 04/01/2018 - 03/31/2019												
	Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total		
Per Caps	\$ -	\$ 15,674.76	\$ 7,787.08	\$ 1,551.18	\$ 25,013.02	\$ 9,539.32	\$ -	\$ 23,461.84	\$ 1,551.18	\$ 34,552.34		
Bank Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Other Cash Receipts*	\$ 6,618.00	\$ 6,632.00	\$ 80.00	\$ -	\$ 13,330.00	\$ 8,136.00	\$ 5,114.00	\$ (50.00)	\$ -	\$ 13,200.00		
Total Cash Receipts	\$ 6,618.00	\$ 22,306.76	\$ 7,867.08	\$ 1,551.18	\$ 38,343.02	\$ 17,675.32	\$ 5,114.00	\$ 23,411.84	\$ 1,551.18	\$ 47,752.34	\$ 47,752.34	checkbook receipts
											\$ (9,539.32)	known unrecorded deposits
											\$ 130.00	known accounting differences**
											\$ 38,343.02	reconciled receipts
C) Total Funds Available for Fiscal Year: Add (A) and (B)												
Bank of America						\$ 79,716.58					\$ 78,871.75	
						Checkbook					\$ 78,871.75	
											\$ 714.83	
											\$ 130.00	
											<u>\$ 79,716.58</u>	
											checkbook funds available	
											known outstanding checks	
											known accounting differences	
											reconciled funds available	
D) Cash Disbursements 04/01/2018 - 03/31/2019												
	Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total		
Meeting & Travel	\$ 817.39	\$ 403.21	\$ 3,663.06	\$ 379.84	\$ 5,263.50	\$ 925.19	\$ 421.74	\$ 3,456.73	\$ 339.31	\$ 5,142.97		
Postage	\$ -	\$ -	\$ -	\$ 10.00	\$ 10.00	\$ -	\$ -	\$ -	\$ 10.00	\$ 10.00		
Printing & Stationery	\$ -	\$ -	\$ -	\$ 3.77	\$ 3.77	\$ -	\$ -	\$ -	\$ 3.77	\$ 3.77		
Programs & Education	\$ 776.00	\$ 48.00	\$ 2,399.93	\$ -	\$ 3,223.93	\$ 824.00	\$ -	\$ 2,399.93	\$ -	\$ 3,223.93		
Good & Welfare	\$ 19,255.31	\$ 14,621.12	\$ 396.59	\$ 1,018.28	\$ 35,291.30	\$ 18,607.97	\$ 14,621.12	\$ 396.59	\$ 2,029.66	\$ 35,655.34		
Other	\$ -	\$ 50.00	\$ -	\$ -	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -		
Total Expenses	\$ 20,848.70	\$ 15,122.33	\$ 6,459.58	\$ 1,411.89	\$ 43,842.50	\$ 20,357.16	\$ 15,042.86	\$ 6,253.25	\$ 2,382.74	\$ 44,036.01	\$ 44,036.01	checkbook disbursements
											\$ 714.83	previously outstanding checks cashed
											\$ (1,038.34)	outstanding checks at year end
											\$ 130.00	known accounting differences
											\$ 43,842.50	reconciled disbursements

15. "Exhibit A" PEF Division Audit Worksheet - Division #263 - Audit & Control - For Fiscal Year Ended 03/31/2019

Bank		Checkbook		Reconciliation	
E) Total Cash on Hand, Fiscal Year Ended 03/31/2019: (C) less (D)					
Expected Balance: Bank of America	\$ 35,874.08	Checkbook	\$ 34,835.74		
F) Cash on Hand 03/31/2019					
Actual Balance: Bank of America	\$ 35,874.08	Checkbook	\$ 34,835.74	\$ 34,835.74	checkbook ending balance
				\$ 1,038.34	known outstanding checks
				\$ 35,874.08	reconciled balance
Final Reconciliation: Expected Balance (E) - Actual Balance (F)					
Bank of America	\$ -	Checkbook	\$ -		

***Details of Other Cash Receipts**

Memo	Bank Date	Amount
Convention Stipend Refunds	10/26/2018	\$ 80.00
MBP Payment for GMM	08/22/2018	\$ 84.00
Picnic Ticket Sales	05/20/2018	\$ 2,340.00
	06/07/2018	\$ 2,814.00
	06/13/2018	\$ 1,374.00
	06/16/2018	\$ 90.00
Steak Roast Sales	07/27/2018	\$ 727.00
	08/02/2018	\$ 1,263.00
	08/07/2018	\$ 1,774.00
	08/08/2018	\$ 1,350.00
	08/10/2018	\$ 1,144.00
08/20/2018	\$ 290.00	
Grand Total		\$ 13,330.00

****Description of known accounting differences**

- 1) Four convention delegates chose to refund \$20 each from their stipends back to the council (\$80 total). The checkbook recorded this as a negative expense, but the bank recorded it as a deposit.
- 2) The bank charged \$50 back to the council for a counterfeit bill that was submitted as part of a night deposit. The checkbook recorded this as a negative deposit, but the bank recorded this as an expense.

ANNUAL FINANCIAL REPORT

Division 263		Adopted 2018-2019								Remaining
		Count	Ea.	Total	Q1	Q2	Q3	Q4	Total	
REVENUES		\$ 43,150								
R1.0	Quarterly Per Capita Disbursements	4	\$ 7,600	\$ 30,400	\$ -	\$ -	\$ 23,461.84	\$ 1,551.18	\$ 25,013.02	\$ 5,386.98
R1.1	Disbursements Owed From Previous Quarters			\$ -	\$ 9,539.32	\$ -	\$ -	\$ -	\$ 9,539.32	\$ (9,539.32)
R2.0	Ticket Sales				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
R2.1	Picnic - Member's cost	450	\$ 15	\$ 6,750	\$ 6,618.00	\$ -	\$ -	\$ -	\$ 6,618.00	\$ 132.00
R2.2	Steak Roast - Member's cost	400	\$ 15	\$ 6,000	\$ -	\$ 6,498.00	\$ -	\$ -	\$ 6,498.00	\$ (498.00)
R2.3	Fundraisers			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
R3.0	Interest			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
R4.0	Other			\$ -	\$ -	\$ 84.00	\$ -	\$ -	\$ 84.00	\$ (84.00)
Total Revenue				\$ 43,150	\$ 16,157.32	\$ 6,582.00	\$ 23,461.84	\$ 1,551.18	\$ 47,752.34	\$ (4,602.34)
EXPENDITURES		\$ 49,019			Spending					
E1.0.0 Meetings & Travel										
E1.1.0	General Membership and Council Approved			\$ 3,000	\$ 401.41	\$ -	\$ 718.57	\$ (67.49)	\$ 1,052.49	\$ 1,947.51
E1.2.0	Stewards Meetings	10	\$ 180	\$ 1,800	\$ 323.78	\$ 385.81	\$ 506.11	\$ 339.31	\$ 1,555.01	\$ 244.99
E1.3.0	Convention Delegates	30	\$ 80	\$ 2,400	\$ -	\$ -	\$ 2,220.00	\$ -	\$ 2,220.00	\$ 180.00
E1.4.0	Delegates at PEF Sponsored Conferences			\$ 400	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00	\$ 200.00
E1.5.0	Member Mobilization Meetings			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E1.6.0	Approved Committee Meetings			\$ 350	\$ -	\$ 35.93	\$ 12.05	\$ 67.49	\$ 115.47	\$ 234.53
E2.0.0	Postage			\$ 24	\$ -	\$ -	\$ -	\$ 10.00	\$ 10.00	\$ 14.00
E3.0.0	Printing and Stationery				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E3.1.0	Printing (includes ink & paper for printer)			\$ 100	\$ -	\$ -	\$ -	\$ 3.77	\$ 3.77	\$ 96.23
E3.2.0	Division Web Software and Support			\$ 120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120.00
E3.3.0	Printer and necessary hardware			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E3.4.0	Member Goodwill (cards, etc.)			\$ 32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32.00
E4.0.0	Programs and Education				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E4.1.0	Scholarship	8	\$ 300	\$ 2,400	\$ -	\$ -	\$ 2,399.93	\$ -	\$ 2,399.93	\$ 0.07
E4.1.1	Reserve for Scholarship Errors			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E4.2.0	New OSC PEF Member Orientation			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E4.3.0	Promotional Items / Giveaways			\$ 1,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,700.00
E4.4.0	Corporate Challenge				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E4.4.1	Corporate Challenge - Albany	100	\$ 8	\$ 800	\$ 600.00	\$ -	\$ -	\$ -	\$ 600.00	\$ 200.00
E4.4.2	Corporate Challenge - Rochester		\$ 8	\$ 180	\$ 48.00	\$ -	\$ -	\$ -	\$ 48.00	\$ 132.00
E4.4.3	Corporate Challenge - Syracuse		\$ 8	\$ 180	\$ 72.00	\$ -	\$ -	\$ -	\$ 72.00	\$ 108.00
E4.4.4	Corporate Challenge - Buffalo		\$ 8	\$ 180	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180.00
E4.4.5	Corporate Challenge - Hauppauge		\$ 8	\$ 180	\$ 104.00	\$ -	\$ -	\$ -	\$ 104.00	\$ 76.00
E4.5.0	EAP Support			\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00
E4.6.0	Council approved member reimbursements			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E5.0.0	Good and Welfare				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E5.1.0	Member Mobilization Acknowledgement Items			\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00
E5.2.0	Picnic			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E5.2.1	Division Subsidy (OSC Picnic)	450	\$ 39	\$ 17,550	\$ 18,607.97	\$ -	\$ -	\$ -	\$ 18,607.97	\$ (1,057.97)

Division 263		Adopted 2018-2019			Q1	Q2	Q3	Q4	Total	Remaining
		Count	Ea.	Total						
E5.2.2	Entertainment				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E5.2.3	Picnic Door Prizes/Raffle Items				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E5.3.0	Steak Roast Door Prizes/Raffle Items				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E5.3.1	Division Subsidy (Picnic & Dinner)	400	\$ 31	\$ 12,400	\$ -	\$ 12,942.13	\$ -	\$ -	\$ 12,942.13	\$ (542.13)
E5.3.2	DJ			\$ 200	\$ -	\$ 100.00	\$ -	\$ -	\$ 100.00	\$ 100.00
E5.4.0	SGA Division Picnic				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E5.6.0	Holiday Party				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E5.6.0	Regional Allocation				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E5.6.1	Region 1 - Buffalo** (4)	26	\$ 24	\$ 624	\$ -	\$ -	\$ -	\$ 624.00	\$ 624.00	\$ -
E5.6.2	Region 2				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E5.6.3	Region 3 - Rochester	20	\$ 24	\$ 480	\$ -	\$ 280.00	\$ -	\$ 200.00	\$ 480.00	\$ -
E5.6.4	Region 4 - Syracuse** (3)	25	\$ 26	\$ 650	\$ 431.99	\$ -	\$ -	\$ -	\$ 431.99	\$ 218.01
E5.6.5	Region 5 - Binghamton** (3)	25	\$ 24	\$ 600	\$ -	\$ 157.62	\$ -	\$ 442.38	\$ 600.00	\$ -
E5.6.6	Region 6				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E5.6.7	Region 7				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E5.6.8	Region 8 - Capital District ** (7)	1350			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E5.6.9	Region 9 - Mid-Hudson	28	\$ 24	\$ 672	\$ -	\$ -	\$ 271.97	\$ 400.03	\$ 672.00	\$ -
E5.6.10	(Manhattan, Bronx)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E5.6.11	Region 11				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E5.6.12	Region 12 - Long Island	32	\$ 26	\$ 832	\$ -	\$ 468.75	\$ -	\$ 363.25	\$ 832.00	\$ -
E5.6.13	LGSA Statewide Unit**	15	\$ 24	\$ 365	\$ -	\$ 240.63	\$ 124.62	\$ -	\$ 365.25	\$ -
E6.0.0	Other** (7)			\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00
Total Expenditures				\$ 49,019	\$ 20,789.15	\$ 14,610.87	\$ 6,253.25	\$ 2,382.74	\$ 44,036.01	\$ 4,983.24
** Amended per motion passed at 07/20/16 Council meeting										
NET (REVENUES - EXPENDITURES)				\$ (5,969)	\$ (4,631.83)	\$ (8,028.87)	\$ 17,208.59	\$ (831.56)	\$ 3,716.33	
STARTING CHECKBOOK BALANCE				\$ 24,000	\$ 34,297.48	\$ 29,665.65	\$ 21,636.78	\$ 38,845.37	\$ 31,119.41	
ENDING CHECKBOOK BALANCE				\$ 18,131	\$ 29,665.65	\$ 21,636.78	\$ 38,845.37	\$ 38,013.81	\$ 34,835.74	

BUDGET

Division 243		Adopted 2018 - 2019			notes / explanation
		Count	Eq.	Total	
REVENUES				\$ 43,150	
R1.0	Quarterly Per Capita Disbursements			\$ 30,400	\$7,600 per quarter (20% reduction)
R1.1	Disbursements Owed From Previous Quarters			\$ -	
R2.0	Ticket Sales			\$ -	
R2.1	Picnic - Member's cost	480	\$ 15	\$ 6,780	\$42 picnic - \$27 subsidy
R2.2	Steak Roast - Member's cost	400	\$ 15	\$ 6,000	\$31 picnic - \$16 subsidy, \$20 subsidy for dinners
R3.0	Interest			\$ -	
R4.0	Other			\$ -	
Total Revenue				\$ 43,150	
EXPENDITURES				\$ 49,019	
E1.0.0	Meetings & Travel				
E1.1.0	General Membership and Council Approved			\$ 3,000	includes local divisional membership meetings
E1.2.0	Stewards Meetings	10	\$ 150	\$ 1,500	
E1.3.0	Convention Delegates	30	\$ 80	\$ 2,400	\$80 per delegate
E1.4.0	Delegates at PEF Sponsored Conferences			\$ 400	
E1.5.0	Member Mobilization Meetings			\$ -	Included under line E1.6.0
E1.6.0	Approved Committee Meetings			\$ 360	once per quarter per committee under this line
E2.0.0	Postage			\$ 24	
E3.0.0	Printing and Stationery				
E3.1.0	Printing (Includes Ink & paper for printer)			\$ 100	
E3.2.0	Division Web Software and Support			\$ 120	
E3.3.0	Printer and necessary hardware			\$ -	
E3.4.0	Member Goodwill (cards, etc)			\$ 32	
E4.0.0	Programs and Education				
E4.1.0	Scholarship	3	\$ 300	\$ 2,400	up to \$300 per recipient
E4.1.1	Revenue for Scholarship Fund			\$ -	Included under line E4.0.0
E4.2.0	New OSC PEF Member Orientation			\$ -	Included under line E4.3.0
E4.3.0	Promotional Items / Giveaways			\$ 1,700	\$1000 rollover from 2016-17
E4.4.0	Corporate Challenge				
E4.4.1	Corporate Challenge - Albany	100	\$ 8	\$ 800	
E4.4.2	Corporate Challenge - Rochester		\$ 8	\$ 180	\$8 per member up to \$180
E4.4.3	Corporate Challenge - Syracuse		\$ 8	\$ 180	\$8 per member up to \$180
E4.4.4	Corporate Challenge - Buffalo		\$ 8	\$ 180	\$8 per member up to \$180
E4.4.5	Corporate Challenge - Hauppauge		\$ 8	\$ 180	\$8 per member up to \$180
E4.5.0	EAP Support			\$ 250	
E4.6.0	Council approved member reimbursements			\$ -	removed in 2014-15
E5.0.0	Good and Welfare				
E5.1.0	Member Mobilization Acknowledgement Items			\$ 300	Transfer of \$400 from line item E4.0.0 for con con supplies
E5.2.0	Picnic				
E5.2.1	Division Subsidy (OSC Picnic)	450	\$ 39	\$ 17,550	this amount is partially offset by R2.1
E5.2.2	Entertainment			\$ -	
E5.2.3	Picnic Door Prizes/Raffle Items			\$ -	
E5.3.0	Steak Roast			\$ -	
E5.3.1	Division Subsidy (Picnic & Dinner)	400	\$ 31	\$ 12,400	this amount is partially offset by R2.2
E5.3.2	DJ			\$ 200	
E5.4.0	SGA Division Picnic			\$ -	removed in 2015-16
E5.5.0	Holiday Party			\$ -	removed in 2015-16, reinstated 2017-18
E5.6.0	Regional Allocation			\$ -	all regional allocations depend on member count
E5.6.1	Region 1 - Buffalo ** (4)	24	\$ 24	\$ 624	reduced allocation - no steward

Division 243	Adopted 2016 - 2017			notes / explanation
	Count	Ea.	Total	
E5.6.2 Region 2			-	no members in this region
E5.6.3 Region 3 - Rochester	20	\$ 24	480	reduced allocation - no steward
E5.6.4 Region 4 - Syracuse ** (3)	25	\$ 24	600	reduced allocation - no steward
E5.6.5 Region 5 - Binghamton ** (2)	25	\$ 24	600	no members in this region
E5.6.6 Region 6			-	no members in this region
E5.6.7 Region 7			-	no members in this region
E5.6.8 Region 8 - Capital District (7)	1390		-	exempt
E5.6.9 Region 9 - Mid-Hudson	26	\$ 24	624	reduced allocation - no steward
E5.6.10 Region 10 - Division 288 (Manhatten Area)			\$ -	no members in this region - covered by Div 288
E5.6.11 Region 11			-	no members in this region
E5.6.12 Region 12 - Hauppauge	32	\$ 24	768	
E5.6.13 LGSA Statewide **	18	\$ 24	432	reallocated from various regions
E6.0.0 Other **			\$ 200	"Other" expenditures under \$100 may be made by council leader without further council approval. Expenditures greater than \$100 must be approved by council resolution.
** () number of people moved to LGSA Statewide Unit				
Total Expenditures			\$ 49,019	
NET (REVENUES - EXPENDITURES)			\$ (5,849)	
CURRENT BANK BALANCE			\$ 40,800	
ESTIMATED FINAL BANK BALANCE			\$ 34,951	
Approved by:				
Patricia D. Conrad Division Treasurer		<i>Patricia D. Conrad</i>	04/24/18	Date signed
Andre P. Brown Council Leader		<i>Andre P. Brown</i>	4/24/18	Date signed
Catherine A. Dell'Aniello Assistant Council Leader		<i>Catherine A. Dell'Aniello</i>	04/24/18	Date signed
Wendy Meccariello Division Secretary		<i>Wendy Meccariello</i>	4/24/18	Date signed

Division Number 263
Fixed Assets Inventory

Please Print

Date of Inventory 3/31/2019

Date Purchased	Vendor Name Item Description and Condition	Check # Item Serial Number	Cost of Item	Custodian Responsible for Item Name/Phone #	Address Where Item is Located
NO FIXED ASSETS.					

We attest that the above stated are all the fixed assets owned by Division 263 and the information recorded on this Inventory Form is accurate and true.


 Division 263 Council Leader


 Division 263 Council Treasurer

* **NOTE:** If fixed assets are recorded on more than one Inventory Form, all forms must be signed by the Council Leader and Treasurer.

Minutes appointing Joseph Salo to Audit Committee.
Miguel Feliciano is a continuing member from last year.
Sarah Lauser was appointed as chair directly by Council Leader Andre' Brown.

Division 263 Steward Council Meeting May 21, 2019

Attendees: Wendy Meccariello, Andre Brown, Mark LaMarche, Brian Shields, Danielle Bridger, Michael Craig, James Rappaport, May Colatosti, Bryan Fesler, Sarah Lauser, Patricia Coonrod, Alfred Ives, Catherine Dell'Angelo, Alphonso Boyd, Desarea Morris-Drumgo, Paul Lenz

Phone: Pam Benoit

Meeting called to order @ 12:06pm

The April meeting minutes were accepted as read

New Business

- Since we are using Crystal Cove for both the picnic and steak roast and will be paying them over \$50,000.00 the contract team will need to the contracts.
- Everyone is seated for the Convention
- Mary is retiring at the end of May but the Comptroller asked that she attend the June 4th Labor Management Meeting. The Comptroller would like to have cake and give her a proclamation.
- Congratulations to Alfred Ives on receiving a Master of Business Administration Degree.
- We are going to do a Members in Black Photo. The date and time needs to be arranged.

Committees

Audit

- A previous member of the audit team has retired. A motion was made, carried and accepted to fill the empty spot with Joseph Salo.
- The audit team will be meeting in the next two weeks.

Civil Service

- Working on resolutions for the Convention.
- Region 8 is planning an open house due to numerous vacancies on committees.
- The committee is working on study groups for promotional test. The groups will review general test questions.
- Desarea has agreed to replace Mary on the Civil Service Committee.
- PEF has Civil Service Enforcement. You can look at Civil Service rules on the PEF website under Member Resources. There are complaint forms that can be completed and submitted.

Constitution

- Nothing new

Faire Hiring Practices

- Waiting for approval of handout

EBoard

- Nothing new
- Meeting next week

Grievance

- Upcoming meeting 6.11.19
- No one showed up at to the last meeting
- Three interrogations are scheduled
- Do not use your computer for personal use.

Health & Safety

- Nothing new

Labor Management

- Next meeting 6.4.19
- Still issues with Local Retirement LM
- Still waiting on garage speedbump issue

Member Engagement

- Nothing new.

Orientation

- Cheryl out

Parking

- South Pearl St lot is being used by crews for paving.

PAC

- Ray emailed everyone an update.

Scholarship

- A motion was made carried and accepted to have the Scholarship information online. The applicant must write what the union has done for them.

Social

- Tickets for the picnic go on sale 5.22.19.
- The deadline for ticket sales 6.7.19

Bulletin Board

Floors have been reassigned to the following people:

Brian Shields 4th FL

Andre Brown 5th FL

John McLaughlin 6th FL

Wendy Meccariello 7th FL

Mark LaMarche 8th FL

Shari Hunzinker 9th FL

Danielle Bridger 10th FL

Al Boyd 11th FL

Pat Coonrod 12th FL

Cheryl Robinson 13th FL

Al Ives 14th FL

Meeting adjourned 1PM