

ACCOUNTING AND
CONTROL MANUAL

BULLETIN

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-201

August 9, 1979

ATTENTION: Payroll Officers - All Departments and Agencies

SUBJECT : Federated Fund Campaign

This bulletin contains instructions for processing payroll deductions for federated community campaign funds for 1980.

You will receive under separate cover federated fund "Payroll Deduction Authorization" cards for all employees on your agency payroll. They should be used in conjunction with the campaign literature received from the United Way. The authorization cards will show agency code, line number, employee's name, social security number, and check sort code if any. It is the agency's responsibility to distribute the authorization cards to their regional offices on a high priority basis. The cards should reach the regional offices by August 15, 1979.

Information on the card will be produced from the employee's payroll record for the following period:

Institution: Period 8 (July 12-25)
Administration: Period 8 (July 5-18)

Blank cards will be provided by your local United Way Director to be used by employees not on your payroll in the period mentioned.

Employees who wish to contribute through the payroll deduction plan must use the "Payroll Deduction Authorization" card. The employee has a choice of indicating the deduction as a specific amount in dollars and/or cents, or a percentage of gross salary. Fill in one block only. If the percentage block is used, the percentage must be shown as a whole number only, no decimal point or fractions. (For example, 5 would be entered for 5 percent). In the percentage method, the deduction amount will change with a change in gross salary. The employee is to enter on the card the amount or percentage of gross salary they wish to have deducted from each salary check for the calendar year 1980, the current date, and signature in the blocks provided. The payroll officer is to complete each card by entering the code of the federated fund in the block headed "Agency Use". The federated fund must be the one that has been approved for the employee's work location by the Commissioner of General Services. Alphabetic and numeric lists of organizations approved by the Commissioner follows this bulletin.

August 9, 1979

Submit complete authorization cards for employees who wish to contribute through the payroll deduction method to the Department of Audit and Control, Bureau of Payroll Audit, Deduction Section, no later than the following dates:

Administration: November 30
Institution : December 7

Authorization cards, before they are submitted to this Department, must be checked in your agency for completeness and accuracy of the following items:

1. Federated Fund Code
2. Amount of deduction or percentage of gross salary
3. Signature
4. Employee's line number and name

NOTE: If the employee's line number and/or name is different from that shown on the card, enter in the blocks provided the line number and/or name as they will appear on the payroll for the following periods:

Administration: Period 19 (December 7-20)
Institution : Period 19 (December 14-27)

Please submit authorization cards in three groups:

1. Completed cards that do not require updating of line and/or name change.
2. Completed cards that require updating of line and/or name change.
3. Cards for employees who were not on the payroll in Institution period 9 and Administration period 10, but who wish to contribute by means of the payroll deduction method.

Except for employees who wish to start or change a federated fund deduction after the campaign has ended, payroll deduction Form AC-1040 is not to be used. The cards have been designed to provide Audit and Control with all the information necessary to start deductions beginning with the first payroll paid in January 1980, with no further action required on the part of the payroll agency.

DEDUCTIONS

New hires or any employee who wishes to start or change a federated fund deduction after the campaign has ended, including during the contribution year, may do so by completing a new authorization card. Payroll Deduction Form AC-1040, should be completed by the Payroll Officer, entering in Section 7, "Other", the following information:

1. The appropriate three-digit federated fund code in a "Code" block.
2. The amount or percentage of gross salary to be deducted from each salary check in the corresponding block.

NOTE: The percentage must be entered on the AC-1040 with an "X" suffix. (For example, 5X would be entered for five percent). The maximum percentage which may be deducted is nine percent.

Submit Form AC-1040 with all other AC-1040 forms for the payroll period in which the deduction is to take effect. Forward the deduction authorization card to the Department of Audit and Control, Bureau of Payroll Audit, Deduction Section.

CANCELLATIONS

When an employee wishes to cancel the authorization for payroll deduction, notice must be submitted to your payroll office, (Rule #3 on back of authorization card).

Your agency is then to process as follows:

1. Prepare Payroll Deduction Form AC-1040 entering in Section 7, "Other", the following information:
 - a. Insert the appropriate three-digit code in a "Code" block.
 - b. Insert 0.00 in the corresponding block.

NOTE: This will cancel either the amount or percentage deduction.
Both blocks must be completed to effect cancellation of the deduction.
2. Submit Form AC-1040 with all other AC-1040 forms for the payroll period.
3. Submit the employee's cancellation notice to the Department of Audit and Control, Bureau of Payroll Audit, Deduction Section.

UNUSED CARDS

Destroy all printed cards which are not used. Do not return them to this Department. This applies to all cards which are not used because employees do not wish to contribute through the payroll deduction method. Blank cards should be retained for use in the New Hires' program.

HANDLING CARDS

Care must be exercised in the handling of these cards as they must be processed through our computer system when returned to this Department. If they are mailed, please take precautions against their being mutilated in the mail.

FEDERATED FUND CODE LISTING - NUMERIC

CODE	FEDERATED FUND	COUNTY
850	United Way of Northeastern New York	Albany
850	United Way of Northeastern New York	Saratoga
850	United Way of Northeastern New York	Greene
850	United Way of Northeastern New York	Schoharie
851	United Fund of Greater New York, Inc.	Bronx
851	United Fund of Greater New York, Inc.	Kings
851	United Fund of Greater New York, Inc.	New York
851	United Fund of Greater New York, Inc.	Queens
851	United Fund of Greater New York, Inc.	Richmond
856	United Way of Broome County, Inc.	Broome
857	United Fund of Buffalo and Erie County	Erie
858	United Givers Fund of the Niagara Falls Area, Inc.	Niagara
859	United Way of Central New York, Inc.	Onondaga
860	United Fund of Cortland County, Inc.	Cortland
861	United Way of Dutchess County, Inc.	Dutchess
862	United Way of Wayne County, Inc.	Wayne
863	United Fund of Cayuga County, Inc.	Cayuga
864	United Fund of Jefferson County, Inc.	Jefferson
865	United Fund of Nassau-Suffolk	Nassau
866	United Community Chest of Greater Rochester, Inc.	Monroe
867	Gloversville Community Chest	Fulton
868	United Fund of Schenectady County	Schenectady
869	Genesee United Fund, Inc.	Genesee
870	United Way of Amsterdam, Inc.	Montgomery
871	United Way of Ulster County	Ulster
872	Utica United Fund, Inc.	Oneida
873	United Way of Westchester	Westchester
874	United Way of Chemung County, Inc.	Chemung
875	United Fund & Council of Southern Chautauqua County, Inc	Chautauqua
876	United Way of Tompkins County	Tompkins
877	Hornell Area United Fund	Steuben
878	United Way of St. Lawrence	St. Lawrence
879	Oswego Community Chest, Inc.	Oswego
880	United Torch Fund of Gowanda	Cattaraugus
881	United Fund of Clinton County, Inc.	Clinton
882	Orange Area United Fund, Inc.	Orange
883	Alfred-Alfred Station Community Chest	Allegany
884	United Fund of Rockland County, Inc.	Rockland
885	United Way of the Mohawk Hudson Area, Inc.	Rensselaer
886	Hudson Area Community Chest, Inc.	Columbia
887	Seneca County United Fund, Inc.	Seneca
888	West Ontario County United Fund, Inc.	Ontario
889	United Fund for Eastern Orleans County, Inc.	Orleans
891	Herkimer United Fund	Herkimer
892	Tioga United Fund, Inc.	Tioga
893	Greater Oneida Community Chest	Oneida
894	The Greater Oneonta Community Chest, Inc.	Otsego
895	Lewis County United Fund	Lewis
896	United Community Chest of Greater Rochester, Inc.	Livingston

FEDERATED FUND CODE LISTING - ALPHABETIC

COUNTY	CODE	FEDERATED FUND
Albany	850	United Way of Northeastern New York
Allegany	883	Alfred-Alfred Station Community Chest
Bronx	851	United Fund of Greater New York, Inc.
Broome	856	United Way of Broome County, Inc.
Cattaraugus	880	United Torch Fund of Gowanda
Cayuga	863	United Fund of Cayuga County, Inc.
Chautauqua	875	United Fund & Council of Southern Chautauqua County, Inc.
Chemung	874	United Way of Chemung County, Inc.
Clinton	881	United Fund of Clinton County, Inc.
Columbia	886	Hudson Area Community Chest, Inc.
Cortland	860	United Fund for Cortland County, Inc.
Dutchess	861	United Way of Dutchess County, Inc.
Erie	857	United Fund of Buffalo and Erie County
Fulton	867	Gloversville Community Chest
Genesee	869	Genesee United Fund, Inc.
Greene	850	United Way of Northeastern New York
Herkimer	891	Herkimer United Fund
Jefferson	864	United Fund of Jefferson County, Inc.
Kings	851	United Fund of Greater New York, Inc.
Lewis	895	United Fund of Lewis County
Livingston	896	United Community Chest of Greater Rochester, Inc.
Monroe	866	United Community Chest of Greater Rochester, Inc.
Montgomery	870	United Way of Amsterdam, Inc.
Nassau	865	United Fund of Nassau-Suffolk
New York	851	United Fund of Greater New York, Inc.
Niagara	858	United Givers Fund of the Niagara Falls Area, Inc.
Oneida	893	Greater Oneida Community Chest
Oneida	872	Utica United Fund
Onondaga	859	United Way of Central New York, Inc.
Ontario	888	West Ontario County United Fund, Inc.
Orange	882	Orange Area United Fund, Inc.
Orleans	889	United Fund for Eastern Orleans County, Inc.
Oswego	879	Oswego Community Chest, Inc.
Otsego	894	The Greater Oneonta Community Chest, Inc.
Queens	851	United Fund of Greater New York, Inc.
Rensselaer	885	United Way of the Mohawk-Hudson Area, Inc.
Richmond	851	United Fund of Greater New York, Inc.
Rockland	884	United Fund of Rockland County, Inc.
St. Lawrence	878	United Way of St. Lawrence
Saratoga	850	United Way of Northeastern New York
Schenectady	868	United Fund of Schenectady County, Inc.
Schoharie	850	United Way of Northeastern New York
Seneca	887	Seneca County United Fund, Inc.
Steuben	877	Hornell Area United Fund
Suffolk	865	United Fund of Nassau-Suffolk
Tioga	892	Tioga United Fund, Inc.
Tompkins	876	United Way of Tompkins County
Ulster	871	United Way of Ulster County
Wayne	862	United Way of Wayne County, Inc.
Westchester	873	United Way of Westchester