

From: [Roesler, Lynda](#)
To: [Keays, Michael](#)
Subject: Volunteer Programs
Date: Thursday, October 21, 2010 3:30:38 PM

This email is being sent to State Accounting's Financial Contact List, please make sure it is routed to appropriate staff within your agency.

AS-State Accounting will soon publish a new policy for agencies requesting approval for a volunteer program. This email is being sent in advance of the implementation of the new policy so that agencies can prepare to make any changes that may be necessary.

The changes to the current policy are listed below:

Volunteer programs will be approved for one year from the date of the approval letter signed by the AS Director.

The number of volunteer participants for **each** program will need to be reported to State Accounting on an annual basis when requesting renewal of the program or when reporting the program has ended.

The number of events for each program that volunteers participated in will need to be reported on an annual basis when renewing or closing the program.

Beginning January 1, 2011, agencies will need to track expenses for **each** of their volunteer programs. The tracking of expenses can be done using one of several methods: on E1 agencies may create a specific business unit for each program, use subledgers to track each program, or use optional object codes for each program; tracking of expenses may also be done on an excel spreadsheet. Tracking expenses by any other format will need to be approved by State Accounting.

Beginning January 1, 2011, agencies should use these two object codes, and only these two object codes, for volunteer expenses: 574700 – for Volunteer Travel Expenses and 523000 for **all** other volunteer expenses.

A new form for application or renewal and an accompanying letter will be required to be completed when requesting approval for a volunteer program. This form and an example of a letter will be placed on State Accounting's web site at <http://www.das.state.ne.us/accounting/> and can be accessed by clicking on Forms.

Following the implementation of the new policy, State Accounting will send an email to each agency who, according to our records, currently has an approved volunteer program. This email will contain the name of the program, the date created/approved, the purpose of the program and the estimated number of volunteers and estimated expenses. This email will be sent to the Agency Director; we will be glad to cc anyone else in the agency if you submit such a request to me.

If you have any questions at this time, please let me know. Another email will be sent out when the new policy is published.

Lynda Roesler

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