

**From:** [AS State Accounting](#)  
**To:** [Hartley, Ramona](#)  
**Subject:** Volunteer Programs  
**Date:** Wednesday, December 01, 2010 2:55:17 PM

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Volunteer Programs

Today's Date: December 1st, 2010

Dear Ramona,

The revised policy regarding Volunteer/Provider Expenses (General Policy #15) has been published on State Accounting's web site at <http://www.das.state.ne.us/accounting/nis/am005.htm#volun>

Volunteer/Provider Programs will now need to be approved on an annual basis by the AS Director. In the next couple of weeks, State Accounting will send out a list of currently approved programs to your Agency Director and identified staff. These programs will need to be submitted for renewal. At this time, it is not expected that you will have data for the last year regarding the program such as number of events, number of participants, expenses, etc. If you have been tracking any of that information, please submit it with your renewal request.

One of the revisions to the policy requires agencies to complete a form in addition to submitting a letter to the Director of Administrative Services; links to these items are in the published policy and below:

- Link to the form - Request to Approve or Renew a Volunteer Program: [http://www.das.state.ne.us/accounting/forms/volunteer\\_pgm.pdf](http://www.das.state.ne.us/accounting/forms/volunteer_pgm.pdf)
- Link to the example letter: [http://www.das.state.ne.us/accounting/nis/volunteer\\_agency.htm](http://www.das.state.ne.us/accounting/nis/volunteer_agency.htm)

The email address to submit the form and letter is identified on the bottom of the form.

As a reminder, 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: in EnterpriseOne 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/provider expenses: 574700 - for Volunteer Travel Expenses and 523000 for all other volunteer/provider expenses.

Please review the revised policy and the new form; contact [Lynda Roesler](#) if you have any questions.

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