

PCG Alert

Date: January 9, 2014

RE: February Payroll Forum

Attention Payroll Officers:

Please forward this alert to those in your Organization who need this information:

The Division of Accounting Payroll Compliance Group received a lot of positive feedback on the inaugural meeting of The Payroll Forum.

The next Forum will be held at the Delaware State Fire School on Tuesday, February 18, 2014, at 1:30 p.m. We hope that you will encourage those who were not able to attend the inaugural meeting to carve out some time to join us for these critical sessions.

In response to requests, PCG will give a preview of the Clothing and Uniform Fringe Benefit workshop at the February Forum before we offer the workshop to specific groups at Organizations. In addition to this presentation, we will be discussing methods of payment (Payroll vs. Accounts Payable, Petty Cash, etc) and internal controls.

A reminder email and agenda will be distributed prior to the meeting.

We look forward to seeing you in February!

For planning purposes, please RSVP to Debbie Ide. Forget to RSVP? No worries! There is plenty of seating and walk-ins are welcome!

Debbie Ide

Phone: 302-672-5506

Mail: PCG Division of Accounting (D570C)

Email: Deborah.ide@state.de.us

Fax: 302-736-7959

PCG Alerts are posted on the DOA Website:

http://accounting.delaware.gov/payroll_comp/communications.shtml