

PAC Tips

December 2010

Upcoming Events:

12/20/2010 - November Reports will be distributed to unit Presidents and Treasurers.

12/23/2010 - 12/27/2010 - Pioneers Headquarters office & Pioneer Accounting Centers are closed for the holiday.

12/31/2010 - 1/3/2011 - Pioneers Headquarters office & Pioneer Accounting Centers are closed for New Year's.

Training Updates:

- The current training schedule has been revised. Fundraising Accounting & 501(c)3 Training classes have been put on hold until March 2011.

Reminders:

- Please be sure to go over the Chapter Deadlines for year end included in this PAC Tips to be sure all corrections and updates have been submitted to the PAC.
- If the distribution list for your Chapter is changing please be sure and send an updated list to your PAC associate.
- Please send updated chapter directories and lists of authorized approvers to your PAC associate.
- The checks that are sent from the PAC are void after 90 days from the date the check was issued. Please be sure to cash your checks in a timely manner.

Chapter Deadlines for Year end

12/15/2010: Open Advances Past 30 Days:

Please submit all paperwork to close any open advances for your unit that is more than 30 days past the event date.

12/15/2010: Unknown Deposits:

Please submit a TPF1 for any deposits listed on the monthly Unknown Deposit report. Any deposits not claimed by 12/15/10 will be transferred to Chapter.

12/17/2010: Return IRS W9's to Pioneer Accounting Center.

The PAC has requested an IRS form W9 for anyone who may be subject to a form 1099-Misc at year end. Per IRS requirements, 1099-MISC must be postmarked by January 31st of the tax year.

12/23/2010 - 12/27/2010: Pioneers Headquarters office & Pioneer Accounting Centers are closed for the holiday.

12/31/2010 - 1/3/2011: Pioneers Headquarters office & Pioneer Accounting Centers are closed for New Year's.

1/7/2011: Submit a completed 2010 inventory to the PAC.

Inventories must be completed for items to resale for Pioneer Stores and any items in storage for fundraising event sales.

1/7/2011: All reimbursements and deposits for 2010 must be postmarked to the PAC. Items not postmarked by this date will be entered as 2011 transactions.

2/21/2011: Final 2010 (December) Reports will be distributed. Please submit any corrections/updates to your PAC Associate immediately.

3/4/2011: 2010 4th Quarter 65/35% Projects/Fundraising reports will be distributed.

3/21/2011: January and February monthly reports will be distributed to unit Presidents and Treasurers.

TBD: 2011 Budgets for Chapters/Councils/Clubs are due to Sara Huffman at the PAC. General Ledger Coding training is necessary to complete a 2011 budget.

Updated Pioneer Accounting Center WebEx Sessions

Registration and scheduling information will be published in the monthly PAC Tips newsletter as it becomes available. Please see current scheduling information below.

Arrangements can be made for individuals without computer access to attend the sessions via telephone with hardcopy materials. These classes are recommended for chapter treasurers.

Top Priority Training Classes

GL Coding Training – Approx. 1 hour

The session reviews all of the new coding and identification for transactions. This class is specifically geared towards treasurers. **This session must be completed prior to registering for any of the additional sessions.**

- Income general ledger codes
- Expense general ledger codes
- Project I.D.

Schedule: A PAC training coordinator will work with the Chapter Treasurer to arrange a meeting time for all Units to attend this session starting as of 10/25/10. Meetings will be conducted via phone conference with a WebEx option.

Finance Basics Training – Approx. 1 1/2 hours

This session reviews the procedures for the basic treasurer responsibilities and frequent financial transactions. This class is specifically geared towards treasurers and presidents. **Please attend the GL Coding Training prior to registering for this session.**

- Voucher (TPF1) processing
- Calculating Meeting Expenses
- Monthly Reports
- Turnaround Times
- Document Retention Policy

Schedule: A PAC training coordinator will work with the Chapter Treasurer to arrange a chapter meeting time for all Units to attend this session starting as of 12/1/10 if the chapter has completed the GL Coding class. Meetings will be conducted via phone conference with a WebEx option.

Optional Training Classes for Advanced Information

The following sessions will be offered at a later time.

Fundraising Accounting – Approx. 2 hours

This session reviews the financial requirements for various types of fundraising efforts. This class is specifically geared towards treasurers and presidents. **Please attend the GL Coding and Finance Basics sessions prior to registering for this session. ETA March 2011.**

- Regular vs. Non-regular activities
- Unrelated Business Income
- Pioneer Stores
 - Includes suggestions for meeting percentage requirements.
- Fundraising Sales
- Fundraising Practices
 - Games of Chance
 - Licensing
 - Insurance
- Sales Tax
 - Collecting sales tax on items sold
 - Breaking out sales tax collected
 - How the PAC files tax returns
- Sales Tax Exemptions
 - Purchases
 - Filing
- Vendor Sales
- Inventories & Assets

Schedule: Online registration for this WebEx session will be made available after chapters have completed their GL and Basic training.

501(c)3 Training: Approx. 1 1/2 hours

This session reviews the laws, policies, and practices the Pioneers organization is required to follow in order to maintain our tax exempt status as a charitable organization. This class is specifically geared towards treasurers and presidents. **All available training sessions must be completed prior to attending this session. ETA March 2011.**

- Better Business Bureau Wise Giving Alliance
 - 65%/35% requirement
 - Reserve Funds
- Audit Requirements

- Accruals and Pre-paid transactions
- IRS 990 Return Filing
- IRS 1099 Requirements
- Receipts for Charitable Contribution
- Hardship Grants
- Scholarships
- Business Travel
- Whistleblower Policy

Schedule: Online registration for this session will be made available after chapters have completed their GL, Basic training and Fundraising training.

For any questions or concerns regarding the training schedule please feel free to call a PAC Training coordinator.

Liz Sparks - 1-888-477-3158

Sara Huffman - 1-888-929-0434

Tammy Ewing - 1-888-531-9776

Percentage Reports Reminder

Our financial standards require that Pioneers spend at least 65% of our total expenses on project, program, and charitable activities and that Pioneers spend no more than 35% of income received on fundraising expenses. As we near the end of the year, the Chapters/Councils/Clubs finances need to be monitored closely.

Please be sure to review your monthly reports for accuracy as well as input the data into the percentage report to see how your Chapter/Council/Club is doing on making the percentage reports. A lot of projects take place in December. Please make sure to get your vouchers mailed, emailed, or faxed to the PAC as quickly as possible to get them processed before year end.