

PAC Tips

April 2010

Upcoming Events:

4/20/2010 - March Monthly Reports are due out to unit Presidents and Treasurers.

4/19 -22/2010 - Pioneer Accounting Centers are closed due to Blackbaud Accounting Software training.

5/1/2010 - 1st quarter percentage reports will be distributed to Chapter Presidents and Treasurers.

Banking Updates:

- The FDIC Closure of Waterfield Bank has been completed. The Pioneer Banking Center is now with Wells Fargo Bank. Additional information on making deposits will be sent out in the next few weeks.

Reminders:

- Checks written from Waterfield Bank are no longer valid. Please work with your PAC associate to have checks reissued.
- 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.
- If the distribution list for your Chapter is changing please be sure and send an updated list to your PAC associate.
- Postage Paid Business Reply envelopes are no longer available and should no longer be used to mail deposits to the PAC. If mailing checks/money orders to the PAC to be deposited, please send the checks/money orders and TPF1 voucher to:

Pioneer Accounting Center
930 15th St., 12th Floor
Denver, CO 80202

930 15th Street, 12th Floor
Denver, Colorado 80202-3888
303.571.1200 ♥ 800.872.5995



Whistleblower Policy

Pioneers is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, employees, or volunteers. This policy outlines a procedure for [pioneers](#) employees and volunteers to report actions that he or she reasonably believes violates a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to [pioneers](#)' business and does not relate to private acts of an individual not connected to the business of [pioneers](#).

If a [pioneer](#) employee or volunteer has a reasonable belief that he or she or the [pioneers](#) organization has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the [pioneer](#) employee or volunteer is expected to immediately report such information to the [pioneers](#) President/CEO. If the [pioneer](#) employee or volunteer does not feel comfortable reporting the information to the President/CEO, he or she may report the information to the Chairman or any member of the [pioneers](#) Board of Directors.

All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, [pioneers](#) will strive to keep the identity of the complainant as confidential as possible.

[Pioneers](#) will not retaliate against any [pioneer](#) employee or volunteer because he or she: (a) reports to a supervisor, to the President/CEO, the Board of Directors, or to a federal, state or local agency, what he or she believes in good faith to be a violation of the law; or (b) participates in good faith in any resulting investigation or proceeding; or (c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect his or her individual's rights.

[Pioneers](#) may take disciplinary action (up to and including termination) against any [pioneer](#) employee or volunteer who in management's assessment has engaged in retaliatory conduct in violation of this policy.

Pioneer Stores and Fundraising

Pioneer Stores are solely a fundraising activity operated by volunteers. As a charitable organization, at least 65% of all our expenses must be on charitable/project activity and no more than 35% of the fundraising income we receive can be spent on fundraising. A store unit alone will rarely be able to meet the requirement because it is a specific fundraiser. A store's purpose should be to raise funds to support Pioneer projects and programs within the chapter. Stores should not make a profit, but instead all profits should be used on charitable/project activities.

There are a few options that can help store units with the percentage requirements for charitable activity. The following suggestions can be utilized to assist a chapter with meeting their goals with store fundraiser.

Direct Store Income to Unit Projects/Programs:

Determine through budgeting the actual funds that are needed to operate and stock the store. Any funds left over from the store income should be allocated to the chapter/councils/clubs to be used only on project or program activity by the units.

Example: If the store's income for a specific period is \$10,000.00, and the store's overall expenses were only \$3000.00, then \$7000.00 could be directed to the unit. This is done via a Transfer on the TPF1 form. The coding should be 6097 from the store, to 4097 for the unit. The unit should then spend the funds on their projects during the year.

Donate Inventory

If items on the shelf are nearing expiration or are not selling, consider donating those items to another charitable organization like a shelter or food bank. The donation of inventory items will be counted towards the 6030 series of codes and will be included on the store's project percentage.

An inventory worksheet is required to be completed for the items along with a receipt or acknowledgment for the donation. These items should be submitted along with a TPF1 to allocate the inventory to project activity.

Budgets – Plan Ahead:

Be sure to include stores in budgets to determine appropriate spending and allocation of income for projects. Keep store reserves at a minimum.

Be cautious of over purchasing supplies and items to sell from the store. Determine if large purchases are necessary at the time. For example: Purchasing a bulk of cookbooks that may take several years to sell will have a large fundraising impact when they are purchased. Consider purchasing items as they are needed unless there is a significant discount or benefit to purchasing large quantities at once.

Pioneer Stores and Fundraising Cont.

As stores are solely a fundraising activity they will rarely meet the project percentage as a stand alone unit. The above suggestions can be used to help lessen the fundraising financial impact of the store on the chapter's overall percentages.

Please contact your PAC Associate if you have any questions on these processes.

2010 Training Schedule

The 2010 training schedule for New Officer Finance class, Fundraiser Accounting class, and 501c3 Guidelines class will be announced in the June issue of PAC Tips.

The PAC is re-formatting all training classes; class descriptions and information will be announced in upcoming issues of PAC Tips.

For any questions in the interim please feel free to call your PAC associate or Liz Sparks.

[Jan Corich](#) - 1-888-684-9988

[Kathy Inskeep](#) - 1-866-920-1999

[Liz Sparks](#) - 1-888-477-3158

[Sara Huffman](#) - 1-888-929-0434

[Sarah Powell](#) - 1-866-464-3562

[Tammy Ewing](#) - 1-888-531-9776