

PAC Tips

August 2011

We've Moved!

The Pioneers Headquarters and Denver PAC Office have moved!
1801 California St., 44th Floor
Denver, CO 80202

Upcoming Events:

8/22/2011 – July monthly reports will be distributed to unit Presidents and Treasurers.

Training Sessions:

Make-up sessions for the General Ledger and Finance Basics classes have been **cancelled** due to lack of participation.

We will keep a waitlist for anyone who has not had any training, and setup a session to be scheduled with the waitlisted individuals. Please contact Sara Huffman to be included. shuffman@pioneersvolunteer.org or 888-929-0434

Regular training sessions for new officers will resume later this year as Units complete their officer elections for 2012. Details will be provided at a future time.

Percentage Reports

Did you know that you can receive credit towards the charitable percentage (65%) for donating inventory?

If items on the shelf are nearing expiration or are not selling, consider donating those items to another charitable organization; i.e. a food bank or shelter. The donation of inventory items for resale will be counted towards the corresponding Project ID, and the 990 coding of P&P.

Percentage Reports Continued

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

TPF1 for Donated Store Inventory

Part 1: The inventory is handled similar to a transfer. We credit the value to 55045-Cost of Goods Sold and transfer it to 15004-Inventory Stores. An inventory worksheet is required to value the items.

Part 2: After the items are donated; e.g. to a shelter or food bank, they should provide a receipt to your Unit for the charitable contribution. Once this is complete we transfer the 15004-Inventory Stores donation value into 60095-materials towards projects and programs.

You may submit two separate TPF1's, (1) for Part 1, and (2) for Part 2, or you may include both on the same form as in the example below.

Pioneers Voucher TPF1		Voucher #		Faxed/Email? <input checked="" type="checkbox"/>		Original? <input type="checkbox"/>	
Chapter: Colorado 8		Unit Name: Plains & Peaks Store		Unit #: 900			
Transaction Type (Please select only one. A separate form is required for different transactions.)							
<input type="checkbox"/> Expense		<input type="checkbox"/> Deposit		Advance Clearing			
<input type="checkbox"/> Advance		<input checked="" type="checkbox"/> Transfer		Payee: _____		Amount Spent: _____	
		Check #: _____				Amount Returned: _____	
		Amount of Advance: _____				Amount Due: _____	
Date	Description	Taxable Y/N	Amount	Account Code	State	Project ID	990
5/15/10	Transfer Merchandise from Store	NO	\$325.17	55045 - Cost of G	CO	store	Fund
5/15/10	Transfer Merchandise to Inventory	NO	\$325.17	15004 - Inventory	CO	store	Fund
5/15/10	Transfer Merchandise from Inventory	NO	\$325.17	15004 - Inventory	CO	mility	P&P
5/15/10	Donate Inventory to Boxes for Soldiers	NO	\$325.17	60095 - Materials	CO	mility	P&P
			Total:	\$1,300.68			
Payee Information				Approvals			
Payee:				Submitted By:		Cat Stevens - President	
Mail To:				Phone Number:		303-555-3333	
Address:				Email:		Cstevens@wildworld.com	
City State Zip:				Submitted Date:		5/20/2010	
Phone:				Approved By:		James Taylor	
FOR PAC USE ONLY				Title:			
Bank Account:				Signature:			
PAC initial:				Via email			
Date:				Phone Number:		303-555-7777	
Approval Initial:				Email:		jt@fireandrain.org	
Approval Date:				Approved Date:		5/20/2010	
				Treasurer Initial:		cs	

TPF1 for Purchases for Resale Inventory

Part 1: The inventory is handled similar to a transfer. We credit the value to 55023-Purchases for Resale and transfer it to 15003-Inventory Other. An inventory worksheet is required to accurately value the items.

Percentage Reports Continued

Part 2: After the items are donated; e.g. to a shelter or food bank, they should provide a receipt to your Unit for the charitable contribution. Once this is complete we transfer the 15003-Inventory Other donation value into 60095-materials towards projects and programs.

You may submit two separate TPF1's, (1) for Part 1, and (2) for Part 2, or you may include both on the same form as in the example below.







Pioneers Voucher TPF1		Voucher #		Faxed/Email? <input type="checkbox"/>	Original? <input type="checkbox"/>		
Chapter: Colorado 8		Unit Name: Chapter		Unit #: 1008100			
Transaction Type (Please select only one. A separate form is required for different transactions.)							
<input type="checkbox"/> Expense	<input type="checkbox"/> Deposit	Advance Clearing					
<input type="checkbox"/> Advance	<input checked="" type="checkbox"/> Transfer	Payee: _____	Amount Spent: _____				
		Check #: _____	Amount Returned: _____				
		Amount of Advance: _____	Amount Due: _____				
Date	Description	Taxable Y/N	Amount	Account Code	State	Project ID	990
1/31/11	Transfer Tshirts for Resale		\$325.17	55023 - Fund. Pur	CO	msf	Fund
1/31/11	Transfer Tshirts to Inventory		\$325.17	15003 - Inventory	CO	msf	Fund
1/31/11	Transfer Tshirts from Inventory		\$325.17	15003 - Inventory	CO	homelp	P&P
1/31/11	Tshirts donated to Denver Rescue Mission		\$325.17	60095 - Materials	CO	homelp	P&P
			Total:	\$1,300.68			
Payee Information				Approvals			
Payee:		Submitted By:		Montgomery Scott			
Mail To:		Phone Number:		111-222-3333			
Address:		Email:		scotty@starshipenterprise.com			
City State Zip:		Submitted Date:		1/31/2011			
Phone:		Approved By:		James T. Kirk			
FOR PAC USE ONLY				Title:			
Bank Account:		Signature:		Captain			
PAC Initial:		Phone Number:		222-333-4444			
Date:		Email:		jim@starshipenterprise.com			
Approval Initial:		Approved Date:		2/1/2011			
Approval Date:		Treasurer Initial:					

990 Usages for Transactions

Fundraising – Any activity undertaken to generate revenue; used to augment membership dues and sponsor support.

Both the expenses and income for such an activity are classified as a fundraiser.

Examples:

-  Golf Tournament
-  Bowl-A-Thon
-  Games of Chance (raffles, drawings, lotteries, bingo)
-  Stores
-  Sales (candy, nuts, calendars, cookbooks, etc.)
-  Vendor Sales (commission arrangements, etc.)

990 Usages Continued

General/Administrative – Sources of income or expenses not related to an activity undertaken to general revenue; i.e. transactions needed in order to conduct business.

Both the expenses and income for such a source are classified as general/administrative.

Examples:

- ✚ Bank Interest/Service Charges
- ✚ Membership Dues
- ✚ Membership Retention (luncheons, picnics, social gatherings, etc.)
- ✚ Sponsor Support (support from one of the sponsoring companies AT&T, CenturyLink, Verizon, etc.)
- ✚ **Unsolicited & Unspecified** Donations – If we did not solicit or request a contribution then, the Pioneers did not undertake in an activity to generate revenue.

Projects & Programs – A **charitable activity** that meets the organization's mission, and the Wise Giving Alliance Standards for charitable activity. A project is a short term goal with an end date; a program is a long term goal without an end date.

Both the expenses and income for a charitable activity are classified as projects/programs.

Our Mission

Pioneers is a network of volunteers who effect immediate, tangible change in local communities, in partnership with their sponsors.

Examples:

- ✚ Donor Restricted Contributions specific to a project, program, or cause.
- ✚ Any charitable project for educational, environmental, life enrichment, health, or human services. Refer to the Project I.D. listing.