

PAC Tips

August 2009



Brain Teaser: Why do we park on a driveway and drive on a parkway?
-Submitted by Tammy Ewing

Upcoming Events:

08/20/2009 - July Monthly Reports are due out to unit Presidents and Treasurers.

09/07/2009 - The Headquarters and PAC Office will be closed Monday September 7th 2009 for Labor Day.

Fun Fact:

Receipts must be provided with all expenses; no matter how small the expense may be.

Reminder:

When filling out TPF1 forms, please be sure and fill out the description field on the voucher with as much detail as possible. Using the account code title does not qualify as a description for the transaction.

Examples:

Incorrect Description - Fundraiser
Correct Description - 50/50 raffle and bake-less cake sale fundraiser.

Incorrect Description - Health & Human Services
Correct Description - Collected socks & toiletries for XYZ Women's Shelter.

PAC Forms have moved



The current link for PAC forms has changed to:

<http://www.pioneersvolunteer.org/membercenter/volunteerleader/shipresources/finance/pioneersaccountingcenter/pacforms.aspx>

The current link for most PAC Tips is:

<http://www.pioneersvolunteer.org/membercenter/volunteerleader/shipresources/finance/pioneersaccountingcenter/pactips.aspx>

Training Classes

Training Classes have been closed over the summer months to reformat training. We are reformatting all training classes based on the comments and survey results from all of our participants.

Training Classes will be back up and running starting in October 2009. The October training schedule will be included in the September issue of PAC Tips.

If you have any questions related to information provided in any of the training classes; please feel free to contact you PAC Finance Associate, or the specified training instructor.

Debi Althoff: 1-866-298-4543

Jan Corich: 1-888-684-9988

Tammy Ewing: 1-888-531-9776

Sara Huffman: 1-888-929-0434

Sarah Powell: 1-866-464-3562

Kat Richard: 1-866-920-1999

Liz Sparks: 1-888-477-3158



To: All Chapters, Councils, and Clubs
From: Pioneer Accounting Center
CC:
Date: 7/8/09
Re: Paperwork for Various Filings

Fundraising or Gambling Licenses: These licenses must be handled by the Chapter/Council/Club at the local level to work with the municipality or with the state. It is the Unit's responsibility to research their local laws and requirements surrounding fundraising. Most states require a gaming or gambling license in order to hold raffles, bingo, or other games of chance.

If your Unit has not researched your local requirements, please do so as soon as possible. You may contact Shirley Zurich 1-800-872-5995 xtn: 256 for assistance.

If required by the state your Unit has already obtained licensing for fundraising or gambling, please send a copy of the license to your PAC Associate.

Secretary of State Filing: As the headquarters for the Pioneers organization is located and registered in the state of Colorado, the Chapters must be registered as "foreign entities" within the other U.S. states; this registration usually requires a listing of the organization's officers as well as a filing fee. Requirements vary from state to state.

The Pioneer Accounting Center has recently discovered that several states have not updated the organization's information from when we became a 501(c)(3). As a result, notices for the Secretary of State may still be mailed directly to the Unit.

If you have received any notices from your Secretary of State, please mail them Attn: Ken Weiland – Pioneers – 930 15th St., 12th Fl. Denver, CO 80202.

Voucher Compliance

Beginning October 1st 2009, the Denver PAC will be declining and sending back non-compliant vouchers that are submitted to the PAC. There will be notices going out all throughout the summer to notify all pioneers.

Between now and then - the PAC will be notifying either the submitter of the voucher or the approver of the voucher to explain that the voucher was non-compliant and explain why.

Please call your PAC Finance Associate if you have any questions or concerns about voucher compliance.

What does a non-compliant voucher mean?

- Missing Chapter/Unit Name/Unit Number
- Payee section not completed for expenses
- Expense voucher approved by payee
- Receipts, Invoices or bills not provided with voucher
- Deposit receipt of checks no provided with voucher

Your PAC associate will be contacting the submitter or approver of the voucher either by phone, email or mail if one of the above items are not included or provided on the voucher.

- If an account code is incorrect or missing your PAC associate will contact the submitter or approver of the voucher to explain what account code needs to be used for the transaction.

A Voucher Correction Form will be mailed or emailed back to the Pioneer from your PAC Associate if a non-compliant voucher was submitted to the PAC as of October 1st 2009.



Voucher Correction Form

The TPF1 voucher received on Oct 1, 2009 was non-compliant or incomplete for one or more of the follow reasons:

Missing documentation: Receipts, Invoices or Bills	<input type="checkbox"/>
Missing documentation: Deposit Slip or Checks	<input type="checkbox"/>
Missing Approval:	<input type="checkbox"/>
Missing Payee Information:	<input type="checkbox"/>
Missing Account Code:	<input type="checkbox"/>
Missing Chapter/Unit Name/Unit Number:	<input type="checkbox"/>
Payee has approved own expense:	<input type="checkbox"/>
Other:	<input type="checkbox"/>

Do's and Don'ts

Do

- Include all supporting documentation such as bills, receipts, and invoices when emailing or faxing vouchers to the PAC.
- Have the necessary approvals for the Vouchers.
- Include Chapter Name, Unit Name and Number on all Vouchers
- Include event date on advance request vouchers.
- Call your Treasurer or PAC Finance Associate if you have questions or concerns.

Don't

- Include expense vouchers in Business Reply envelopes.
- Staple, Tape or Fold Checks that are being mailed to the PAC to be deposited.
- Send cash or coin to the PAC; the Pioneer Banking Center can not process cash.