

PAC Tips

February 2009



2009 Financial Forms Package

The 2009 financial forms are published on the Pioneer's website.

http://www.telecompioneers.org/pioneer_contacts/pacforms.aspx

Please contact your PAC Associate to request hardcopies of any forms.

Chapter Deadlines:

01/07/2009 - Inventory of items purchased for resale were due to the PAC. If you have not already sent an inventory, please send them immediately.

02/02/2009 - Updated chapter directories, report distribution lists, and authorized approvers were due to the PAC.

02/15/2009 - 2009 approved Budget Worksheets were mailed to the PAC to ensure they arrived prior to the 20th for monthly reporting.

02/23/2009 - 02/28/2009 - 2009 Annual Meeting. The signatories for checks will all be at the Annual Meeting. As a result, the PAC will not be processing checks during this week.

Important Updates

TPF1 Vouchers for 2009 Annual Meeting:

One of the projects taking place at the Annual Meeting in New Orleans is the Backpack Project. The expense for the Backpack Project will be coded to a new account code 6053-AM. This code falls under the Projects and Programs series of accounts and is Health and Human Services at the Annual Meeting.

6053-AM - Annual Meeting Project

Mileage Reimbursement Vouchers:

When sending in a voucher to the PAC for mileage reimbursement, the PAC will need to following information included in the description on the voucher:

- Number of miles traveled.
- At what rate you are being reimbursed at.
- Description for the mileage.



Chapter: Example Unit Name: Chapter Unit #: 100

Faxed/Email? Yes No Date: Fax/Email Date: Submitted to PAC 2/20/2009

Section 1	Check Request (Sections 3 & 6 or Sections 2 & 6)		
Payee	Arthur Dent		An expense & deposit cannot be included on the same TPF1; unless this is an Advance Clearing (Section 2-B).
Mail To	Arthur Dent		
Address	12345 Example Street		
City State Zip	Example, CO 00000		

Section 2 -A	Advance Request (Section 1 & 6)	Section 2-B	Advance Clearing (Applicable Sections)
Advance Amount	\$	Amount of Original Advance	\$
Date of Event		Amount Spent (Section 3 & 6)	\$
Description of Event - Account Code 1110		Amount Returned (Section 4 & 6)	\$
		Amount Due (Section 1, 3, 6)	\$
		Original Advance Payee & Check #	

Section 3	Expenses (Sections 1, 3, & 6)		
Expense Date	Account Code	Description	Amount
2/13/2009	6024	40 Miles Traveled Round trip	\$ 5.60
		Reimbursed at .14 cents per mile	\$
		Mileage to Chapter Meeting on 2/13/2009	\$
			\$
			\$
NOTE: To calculate the total, right click the green box and select "Update Field"			Total \$ 5.60

Section 4	Deposits (Sections 4 & 6)			
Date	Account Code	Description	Taxable	Amount
			<input type="checkbox"/>	\$
			<input type="checkbox"/>	\$
			<input type="checkbox"/>	\$
			<input type="checkbox"/>	\$
			<input type="checkbox"/>	\$
NOTE: To calculate the total, right click the green box and select "Update Field"			Total	\$ 0.00

Section 5	Transfers (Sections 5 & 6)			
From (unit or account)	To (unit or account)	Account Code From/To	Description	Amount
				\$
				\$
				\$
				\$
NOTE: To calculate the total, right click the green box and select "Update Field"			Total	\$ 0.00

Section 6	Approvals (Please Print Clearly)		
Submitted By: Arthur Dent	Approved By & Title: Zaphoid Beeblebrox - President		
Telephone #: 111-111-1111	Signature: Signature		
Submitted Date: 2/14/2009	Telephone #: 222-222-2222		
Note: Person incurring expenses cannot be the same as the person approving the expense.	Approved Date: 2/19/2009		
	Treasurer Initial:		

Pioneer Accounting Center - 930 15th Street, 12th Floor Denver, CO 80202 Toll Free Fax: (888) 477-3351
Local Fax: (303) 571-9291



For the Treasurers:

A question that has been presented to the PAC during our training sessions has been, "what is the role of a treasurer?" The following is a basic listing of some of the responsibilities of a treasurer.

1. Ensure all expenses, projects, and fundraising activities are in compliance with Federal, State, IRS, and Board of Director guidelines. It is the treasurer's responsibility to research the laws in their area that pertain to their unit's specific activities.
2. Receive vouchers (TPF1) and documentation from members.
3. Make or postmark deposits.
4. Review all TPF1 forms & documentation for completeness & accuracy prior to obtaining approvals.
5. Obtain approvals
6. Submit approved vouchers & documentation to the PAC for processing.
7. Track and record monthly transactions
8. Review all monthly reporting for accuracy
9. Reconcile reports against the unit's records
10. Submit any discrepancies to the Pioneer Accounting Center
11. Ensure that Advances for the unit are closed within 30 days of the event date.
12. Give the Treasurer's report at unit meetings.
13. Advise committee of available funds.
14. Monitor and control the unit budget.

The following resources are available:

- PAC Finance Associate
- PAC training sessions on financial guidelines
- PAC Sales Tax Coordinator will assist with researching your state and local sales tax requirements.
- For fundraising licensing and insurance information please contact 1-800-872-5995

How the Unit's Funds are Maintained:

The unit's funds are maintained by the PAC in the bookkeeping software (QuickBooks). All expenses and deposits are posted to the unit in QuickBooks, and will appear on your monthly reports.

A recommended procedure for treasurers to keep track of and verify their funds is:

- ⇒ The unit treasurer retains copies of all deposit and expense vouchers submitted to the PAC in a binder or folder for outstanding items.
- ⇒ Using the beginning balance, the unit treasurers maintain their own 'Register' entering the dollar amounts of any checks (debits) and deposits (credits) submitted to the PAC.
- ⇒ When the unit treasurer receives their monthly reports (Transaction, Income & Expense, Advances, etc). They use their own Register to mark off what has cleared or has not cleared based on the monthly reports.
- ⇒ The unit treasurer then compares their ending balance from their register to the balances on the transaction report to validate accuracy of the reporting.

Luncheon Vouchers (TPF1)

Cash funds from member luncheons must be collected, counted, and recorded by 2 pioneers per the Board approved Cash/Check Handling policy.

The following is an example of documenting the cash transactions of the luncheon on the TPF1 form.

Note: This example is specific to cash being collected from the members at the door to pay for the luncheon meal.

The receipt for the meal must be attached to the voucher.

Chapter: Example Unit Name: Club Unit #: 100

Faxed/Email? Yes No Date Submitted to PAC 2/20/2009

Section 1 Check Request (Sections 3 & 6 or 5)
 Payee: **Cash**
 Mail To:
 Address:
 City State Zip:

As the expense is paid with cash collected, there is no payee.

Expense & deposit cannot be on the same TPF1; unless Advance Clearing (Section 2-B).

Section 2 -A Advance Request (Section 1 & 6) **Section 2-B** Advance Clearing (Applicable Sections)

Advance Amount \$	Amount of Original Advance \$
Date of Event	Amount Spent (Section 3 & 6) \$
Description of Event - Account Code 1110	Amount Returned (Section 4 & 6) \$
	Amount Due (Section 1, 3, 6) \$
	Original Advance Payee & Check #

Section 3 Expenses (Sections 1, 3, & 6)

Expense Date	Account Code	Description	Amount
2/15/2009	6045	Cash paid to Village Inn for February Luncheon	\$ 348.00
		29 members @ \$12.00	\$
			\$
			\$
			\$
NOTE: To calculate the total, right click the green box and select "Update Field"			Total \$ 348.00

A detailed explanation of how the cash was spent must be provided.

Section 4 Deposits (Sections 4 & 6)

Date	Account Code	Description	Taxable	Amount
2/15/2009	4065	Cash collected at door for February Luncheon	<input type="checkbox"/>	\$ 348.00
		29 members @ \$12.00	<input type="checkbox"/>	\$
		Funds counted and collected by:	<input type="checkbox"/>	\$
		<i>Arthur Dent</i>	<input type="checkbox"/>	\$
		<i>Trisha McMillion</i>	<input type="checkbox"/>	\$
NOTE: To calculate the total, right click the green box and select "Update Field"				Total \$ 348.00

A detailed explanation of the cash received must be provided.

Section 5 Transfers (Sections 5 & 6)

From (unit or account)	To (unit or account)	Amount
		\$
		\$
		\$
		\$
NOTE: To calculate the total, right click the green box and select "Update Field"		Total \$ 0.00

Funds must be counted & documented by two pioneers. They may apply their signature in the description or "submitted by" section. An Event Activity Sheet may be used instead, but must be attached to the voucher.

Section 6 Approvals (Please Print)

Submitted By: Arthur Dent	Approved By & Title: Zaphoid Beeblebrox - President
Telephone #: 111-111-1111	Signature: <i>Zaphoid Beeblebrox</i>
Submitted Date: 2/16/09	Telephone #: 222-222-2222
Note: Person incurring expenses cannot be the same as the person approving the expense.	Approved Date: 2/18/2009
	Treasurer Initial: A.B.C.

The TPF1 must be approved by an authorized authority within the unit.

March 2009 Training Schedule

The Pioneer Accounting Center (PAC) is offering WebEx (Internet) training sessions. Phone and internet access are required to participate in the training sessions. Each session has a limited number of participants that may attend; please register as soon as possible to obtain your preferred session.

Please logon to: telecompioneers.webex.com to register for any of the training sessions offered by the PAC. Course materials will be distributed within 2 weeks of your scheduled time via email.

Note: If you do not have access to a computer, please call the instructor of the training class and they will be able to register you for the training session and mail out the training materials to you.

Class Descriptions

General: This class covers the procedures for financial activities submitted to the PAC on a frequent basis; i.e. expenses, deposits, transfers, advances, etc. This class will review the entire chart of accounts, monthly reports, and general PAC information. This class is recommended for New Officers.

Sales: This class covers the policies & procedures for items purchased for resale and the income received from those sales. These sales include both items sold for fundraising and Pioneer Stores. This class is recommended for anyone who purchases/sells items at fundraising events or participates in Pioneer Store activities.

Financial Policies & Procedures: This class covers the requirements for maintaining the Pioneers 501(c)(3) status. It includes budgeting and reporting requirements. New policies will be added to the course as they are implemented. This class is recommended for anyone responsible for planning and overseeing their respective Pioneer Unit's financial activities, and New Officers.

Class Objectives

General Training:

1. Voucher compliance (expenses, deposits, advances, transfers)
2. Review of the Chart of Accounts
3. Monthly Reports
4. PAC Turnaround Times
5. Document Retention Policy

Sales Training:

1. Inventory of stocked items
2. Fundraising Events
3. Pioneer Stores
4. Sales Tax

Financial Policy & Procedure Training:

1. 2009 65% P&P 35% Fundraising (Calculation & Reports)
2. Meeting Expense Calculation
3. Budgets
4. Cash/Check Handling Policy
5. *New Policies will be added as they are released.*

March Class Schedule (The times have been listed per [Time Zone](#)):
Please select the session date and time listed for the time zone of your area.

Please logon to: telecompioneers.webex.com to register for any training classes listed below.

Class Information	Dates	Time (Pacific)	Time (Mountain)	Time (Central)	Time (Eastern)
General Training Please logon to: Telecompioneers.webex.com Liz Sparks lsparks@telecompioneers.org 1-888-477-3158	03/04/2009	08:00 – 10:00	09:00 – 11:00	10:00 -12:00	11:00 -01:00
	03/10/2009	08:00 – 10:00	09:00 – 11:00	10:00 -12:00	11:00 -01:00
	03/12/2009	08:00 – 10:00	09:00 – 11:00	10:00 -12:00	11:00 -01:00
	03/13/2009	08:00 – 10:00	09:00 – 11:00	10:00 -12:00	11:00 -01:00
	03/24/2009	08:00 – 10:00	09:00 – 11:00	10:00 -12:00	11:00 -01:00
	03/26/2009	08:00 – 10:00	09:00 – 11:00	10:00 -12:00	11:00 -01:00
Policy & Procedure Training Please logon to: Telecompioneers.webex.com Sara Huffman shuffman@telecompioneers.org 1-888-929-0434	03/11//2009	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00
	03/25/2009	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00
	03/26/2009	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00
Sales Training Please logon to: Telecompioneers.webex.com Tammy Ewing tewing@telecompioneers.org 1-888-531-9776	03/05/2009	09:00 – 10:00	10:00 – 11:00	11:00-12:00	12:00 – 01:00
	03/12/2009	09:00 – 10:00	10:00 – 11:00	11:00-12:00	12:00 – 01:00
	03/26/2009	09:00 – 10:00	10:00 – 11:00	11:00-12:00	12:00 – 01:00

