

PAC Tips



June 2009

Cubicle Wisdom: The light at the end of the tunnel has been turned off due to budget cuts.

-Submitted by Kat Richard

Chapter Deadlines:

Please submit approved budgets to your PAC finance associate if you have not already done so; these were due on 2/15/2009.

Upcoming Events:

06/20/2009 - May Monthly Report due out to unit Presidents and Treasurers.

07/03/2009 - The PAC and Headquarters office will be closed Friday July 3rd 2009 for Independence Day.

New and Improved:

The TPF1 voucher form is now available in Adobe format. Please contact your PAC associate to have the form emailed to you.



To: All Pioneer Chapters, Councils and Clubs--
From: Pioneer Accounting Center
CC:
Date: 6/12/2009
Re: Postage Paid Business Reply Return Envelopes

Postage Paid Business Reply Return Envelopes are ONLY to be used to mail Pioneer Banking Center (Huntington, Waterfield) deposits to the PAC.

This is not a new policy and has been addressed in Training, the April PAC Tips, and the May PAC Tips.

Beginning July 1, 2009 - use of these envelopes to mail expense TPF1 vouchers will result in that unit being flagged, and more Postage Paid Business Reply Return Envelopes will not be sent for the remainder of the year to that unit.

Get to know your PAC Associate

Favorite Color:

Kat Richard - Red

Liz Sparks - Pink

Sara Huffman - Purple

Tammy Ewing - Aqua Marine

Sarah Powell - Green

Jan Corich - Blue

Debi Althoff - Blue

PAC Forms have moved



The current link for most PAC forms has changed to:

https://www.pioneersvolunteer.org/finance_accounting/pac.aspx

The current link for most PAC Tips is:

https://www.pioneersvolunteer.org/pioneer_contacts/pactips.aspx

Update

The Pioneers website is currently being re-vamped over the summer months. Most of the PAC forms are published but newer documents and some issues of PAC Tips have not been added. Once the website is complete later this summer all forms will be published, but in the meantime please contact your PAC associate if you need forms or issues of PAC Tips not yet on the website.



Fun Fact

Running low on color ink or toner? Tired of always having to go out and purchase more color printer cartridges?

-Before printing change the printer settings to only print in black ink.

What does a non-compliant voucher mean?

Here are just a few examples of what a non-compliant voucher might look like or include.

- Missing Chapter/Unit Name/Unit Number
- Payee section not completed for expenses
- Expense voucher approved by payee only
- Receipts, Invoices or bills not provided with voucher
- Deposit receipt of checks not 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.

Sales Tax News

It is now optional for the chapters to use account code 2020 - Sales Tax Collected. The PAC will be figuring out the sales tax portion on the vouchers with taxable income. There has been some confusion with tax rates changing, calculations, and how the sales tax will show on monthly reports.

Due to varied requirements from state to state, as well as, interest, rate changes, sales tax credits, and discounts from the Department of Revenue the amount calculated on the chapter side may differ from the amount that is filled on the return.

The PAC will be sending a copy of the sales tax filling paperwork to the Chapter Treasurer once the taxes have been filed for the reporting period.

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 later on this fall.

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](tel:1-866-298-4543)

[Jan Corich: 1-888-684-9988](tel:1-888-684-9988)

[Tammy Ewing: 1-888-531-9776](tel:1-888-531-9776)

[Sara Huffman: 1-888-929-0434](tel:1-888-929-0434)

[Sarah Powell: 1-866-464-3562](tel:1-866-464-3562)

[Kat Richard: 1-866-920-1999](tel:1-866-920-1999)

[Liz Sparks: 1-888-477-3158](tel:1-888-477-3158)



Do's and Don'ts

Do

- Include all supporting documentation such as bills, receipts, and invoices when emailing or faxing vouchers to the PAC.
- Call your Treasurer or PAC Finance Associate if you have questions or concerns.

Don't

- Make advance requests out to non-pioneers or organizations.
- Send cash or coin to the PAC; the Pioneer Banking Center can not process cash.