PAC Tips

The 2014 training season will open on December 2, 2013

PAC Transition of Chapters

With the recent consolidation of the Pioneers Accounting Centers, we have needed to revisit the distribution of Chapters amongst the Finance Associates in order to level out the workloads more evenly across the team. This will enable us to continue to provide the best Chapter support possible.

We are in the process of transitioning Chapters in five phases. Affected Chapters will be notified by their current PAC Finance Associate when their transition is ready to be completed. We do not anticipate any delays with turnaround times during this transition.

Financial Training Information

http://pioneersvolunteer.org/membercenter/volunteerleadershipresources/finance/pioneersaccountingcenter/pacfinancialtraining.aspx

Effective 8/31/13, 2013 certifications, attendance reporting and feedback for both the General Ledger Coding and Finance Basics training sessions will be closed. *The 2013 deadline to complete the General Ledger Coding session was May 31, 2013. The 2013 deadline to complete the Finance Basics session was August 10, 2013.*

Both training presentations will remain accessible online. Participants may continue to access the presentations for reference.

The 2014 training season will open on December 2, 2013. The deadline for all Unit Presidents and Unit Treasurers to complete the 2014 General Ledger Coding and Finance Basics sessions is April 30, 2014.

Basic Budgeting Training is available online. This is an optional session provided to assist Units with basic information on creating and monitoring budgets.

It is recommended that Unit Presidents and Treasurers complete this session to prepare 2014 budgets. 2014 budgets will be due by February 28, 2014.

Chapter Compliance Report

The Chapter Compliance Report is a tool that will be used to determine a Chapter's eligibility to receive funds that become available at Headquarters. The funds that will be distributed using the Chapter Compliance Report include the Charitable Foundation Fund (additional requirements will apply for funds with specific use restrictions), the Dodd's Fund and Royalties (pending Board approval).

1. The reporting period will begin September 1, 2013 and run through August 31, 2014.

2. The distributed funds must be spent within a one-year time period from the date of distribution.

3. The deadline for each item is also referenced in the Treasurer's Deadline Checklist. No exceptions will be made in meeting the deadlines.

4. All Chapters will be required to meet the designated deadlines for the items listed on the report, in order to determine the level of funds they qualify for that year. Chapters will receive a reduction in points if a deadline is missed and/or the documentation is received late.

5. The Compliance Scale shows the point system and corresponding percentages based on each Chapter's level of compliance.
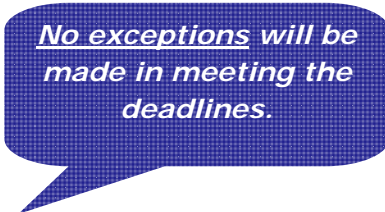
   Compliance Scale:

   5 – All Units are compliant by due date
   4 – 90% of Units are compliant by due date
   3 – 75% of Units are compliant by due date
   2 – 50% of Units are compliant by due date
   1 - 25% of Units are compliant by due date
   0 - No Units are compliant by due date

6. Chapter Presidents, Treasurers and designated Board members will receive quarterly reports completed by the PAC indicating the points earned so far in the year.

Compliance Report Deadlines

09/10/13: All August deposit TPF1 <u>vouchers due</u> to the PAC.

10/10/13: All September deposit TPF1 <u>vouchers due</u> to the PAC.

11/10/13: All October deposit TPF1 <u>vouchers due</u> to the PAC.

12/10/13: All November deposit TPF1 <u>vouchers due</u> to the PAC.

12/31/13: All Units <u>checking</u> and <u>savings</u> accounts are <u>at Wells Fargo</u>.

12/31/13: All Units meet or exceeded the <u>65% guideline</u> for Programs and Project Expenses.

12/31/13: All Units meet or exceed the <u>35% guideline</u> for Fundraising Expenses.

01/10/14: All 2013 TPF1 expense and deposit <u>vouchers due</u> to the PAC.

01/10/14: 2013 <u>Inventory due</u> to the PAC.

01/31/14: 2014 Chapter <u>Directories due</u> to the PAC.

02/10/14: All January deposit TPF1 <u>vouchers due</u> to the PAC.

02/28/14: 2014 Unit <u>Budgets due</u> to the PAC.

03/10/14: All February deposit TPF1 <u>vouchers due</u> to the PAC.

03/31/14: All Units <u>pay PAC Service fees</u>.

04/10/14: All March deposit TPF1 <u>vouchers due</u> to the PAC.

04/30/14: All Unit Presidents and Unit Treasurers <u>complete General Ledger Coding</u> training.

04/30/14: All Unit Presidents and Unit Treasurers <u>complete Finance Basics</u> training.

05/10/14: All April deposit TPF1 <u>vouchers due</u> to the PAC.

06/10/14: All May deposit TPF1 <u>vouchers due</u> to the PAC.

07/10/14: All June deposit TPF1 <u>vouchers due</u> to the PAC.

08/10/14: All July deposit TPF1 <u>vouchers due</u> to the PAC.

No exceptions will be made in meeting the deadlines.

Thank you for volunteering your time and effort to complete these important tasks!

PAC Report Deadlines

09/20/2013: August reports will be distributed.

10/20/2013: September reports will be distributed.

11/01/2013: 2013 3rd quarter percentage (65/35%) reports will be distributed to the Chapter.

- *At least 65% of all expenses during the year must be spent on charitable projects and programs.*
- *No more than 35% of the fundraising revenue received can be spent on fundraising.*

11/20/2013: October reports will be distributed.

12/20/2013: November reports will be distributed.

Look for the next edition of PAC Tips in December!

Office Closures

11/28/2013: Thanksgiving

12/24/2013-12/25/2013: Christmas

12/31/2013-01/01/2013: New Years

Pioneers Unit Deposits

Units must complete deposits within five business days of an event. Deposits may be made as follows:

1. Funds may be taken to a local bank branch or ATM machine that accepts deposits. Please submit the deposit receipt with the TPF1 voucher no later than the 10th day of the following month.

2. Funds may be mailed to the PAC to deposit. The PAC cannot process cash or coin; cash must be converted to a money order. Please submit checks and money orders with a TPF1 voucher.

Policy Reminders or Updates

Category 1: Audit Issues

The TPF1 voucher and corresponding documents will be sent back to the Unit Treasurer (unprocessed) with a **Voucher Return Form**. The audit issue must be resolved for processing:

- Missing backup documentation.
- Missing or invalid approval.
- Payee approved self.
- Missing (or vague) description.
- Cash or coin mailed to PAC.
- Donations cannot be payable to an individual.
- Reimbursement not allowed for donations made from cash or personal funds.
- Advances cannot be issued to non-Pioneers.

"Any donations made from cash, personal checks, or personal credit cards are not eligible for reimbursement."

Balance Sheet:

Please disregard balances under 29999 Interfund. The system automatically generated these numbers to convert data from our previous accounting software, QuickBooks, into the format for Financial Edge. Once the organization's audit is current, 29999 will be automatically reset to $0.00.

Approvals:

The PAC does not accept TPF1 vouchers if the approval section cannot be verified as coming from the approver. It is the approver's responsibility to ensure the request is complete, valid and accurate before they sign.

- An electronic TPF1 voucher may have an e-signature, but the e-mail chain must be included as evidence that the request was forwarded from the approver's e-mail address.

Just for Fun:

"I have always wished for my computer to be as easy to use as my telephone; my wish has come true because I can no longer figure out how to use my telephone."
 - Bjarne Stronstrup

Source:
wikiquote.org
08/26/2013

http://en.wikiquote.org/wiki/Bjarne_Stroustrup

The Pioneers Accounting Center (PAC) is responsible for processing all financial transactions on behalf of our Chapters.

Efficiency Issues

Please do not...

* Staple or tape documents to the front of the TPF1 voucher. *The TPF1 voucher is an outline of the transaction that needs to be recorded. It slows down the data entry if the information is covered.*

* Staple or tape checks for deposits. *Checks and money orders are run through a scanner that uploads the deposit to the bank electronically. Checks that have tears, folds, or holes are rejected by the scanner and need to be replaced in order for the deposit to be completed.*

* Submit multiple deposits on one TPF1 voucher. *Please complete a separate TPF1 voucher for separate deposits.*

* Put expenses and deposits on the same TPF1 voucher.

* Submit one payment on multiple TPF1 vouchers. If a payment is needed for one individual or organization for multiple activities (*and are submitted at the same time*), one TPF1 voucher may be used. *Transactions for a payee with the same Account Code, Project ID and 990 can be combined onto one line of the TPF1 voucher.*

Common TPF1 Voucher Errors

* **Chapter, Unit name and Unit number** is required on all vouchers. *Neglecting to provide Chapter and Unit information can result in delays from documents being misrouted. In addition, missing Unit numbers can result in transactions being posted to the wrong Pioneers Unit.*

* Please fill out all the coding on the TPF1 Voucher; including **Account Code, Project ID and 990**. *We will not be able to improve our coaching, training, or chart of accounts if these items are continually ignored on the TPF1 Voucher.*

* The description should be a brief and concise explanation of the transaction. This detail is needed in order to verify the coding was done correctly. "Fundraiser" is not an acceptable description. We need to know what the fundraising event was; a basket raffle, a cookie sale, a vendor sale, etc.