

Welcome

Thank you for your participation in the Pioneer Accounting Center (PAC) Finance Basics Training Program. In your financial role as a Pioneer, you have the opportunity to manage the Pioneers fundraising activities and funds.

When you manage your unit's financial activity, you are representing and raising funds for the Pioneers to support the organization's efforts to address community needs. The information in this training is provided in order to ensure the Pioneers have the tools they need to effectively manage the funds given and received from these activities.

Program Objectives

Once the participants have completed this session, they will be able to:

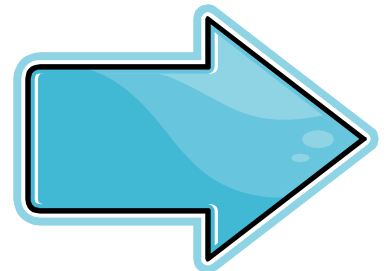
- ✓ Accurately submit vouchers
- ✓ Reconcile monthly reports.

Finance Basics Training

Agenda:

- Voucher Compliance
- Monthly Reports
- PAC Turnaround Times
- Document Retention
- Q & A

Let's Get Started!



Expenses

⇒ What must be submitted with all expense vouchers, and what can I provide if I don't have them?

⇒ The _____ for an expense cannot _____ that expense.

⇒ Expenses > = _____ must have a second approval by the _____ or _____ .

If you are donating to the American Red Cross during the year:

February \$3000

October \$1000

November \$500.00

December \$500.00

Does the Region Manager or VP need to approve these expenses? _____

If you are donating \$100 a month to the American Red Cross does the Region Manager or VP need to approve these expenses? _____

Expense Voucher

Pioneers Voucher TPF1		Voucher # 47		Faxed/Email? <input checked="" type="checkbox"/>		Original? <input type="checkbox"/>	
Chapter: Alabama 34		Unit Name: EXAMPLE CLUB		Unit #: 200 OR 1034200			
(Please select only one. A separate form is required for different transactions.)							
<input checked="" type="checkbox"/> Expense		<input type="checkbox"/> Deposit		Advance Clearing			
<input type="checkbox"/> Advance		<input 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
6/30/10	Club membership picnic food items		\$125.00	60022 - Meals	AL	social	G&A
6/30/10	Picnic supplies (plates, napkins, cups, cutlery, etc)		\$40.00	60074 - Supplies	AL	social	G&A
7/1/10	July newsletter printing		\$1,500.00	60037 - Publicatio	AL	newsf	G&A
7/1/10	July newsletter bulk mailing fee		\$200.00	60070 - Postage &	AL	newsf	G&A
7/4/10	Prizes for Holiday Raffle		\$200.00	60097 - Prizes/Vol	AL	raffle	Fund
7/10/10	Hug-A-Bear stuffing, tags, fabric		\$300.00	60095 - Materials	AL	hab	P&P
7/10/10	Canned food items for Homeless Shelter		\$1,000.00	60095 - Materials	AL	shelte	P&P
7/10/10	Yarn for blankets for veterans house		\$1,000.00	60095 - Materials	AL	vet	P&P
Date for expenses should match the invoices or receipts							
Total:			\$4,365.00				
Payee Information				Approvals			
Payee:	Montgomery Scott			Submitted By:	Spock		
Mail To:	c/o Starship Enterprise			Phone Number:	777-777-7777		
Address:	12345 Galaxy Way			Email:	spock@examplevoucher.org		
City State Zip:	Universe, AL 00000			Submitted Date:	7/15/2010		
Phone:	888-888-8888			Approved By:	James T. Kirk		
FOR PAC USE ONLY				Title:	Captain		
Bank Account:				Signature:	See email approval		
PAC Initial:				Phone Number:	555-555-5555		
Date:				Email:	jkirk@examplevoucher.org		
Approval Initial:				Approved Date:	7/16/2010		
Approval Date:				Treasurer Initial:	L.M.		
Pioneer Accounting Center - 930 15th St., 12th Floor Denver, CO 80202				Toll Free Fax (888) 477-3351		Local Fax (303) 571-9291	

Deposits

⇒ Why should deposits be made within 5 business days? _____ .

Deposit Voucher

Pioneers Voucher TPF1		Voucher #		Faxed/Email? <input type="checkbox"/>		Original? <input checked="" type="checkbox"/>	
Chapter: New Jersey 139		Unit Name: Example Club		Unit #: 400 OR 1139400			
Transaction Type (Please select only one. A separate form is required for different transactions.)							
<input type="checkbox"/> Expense		<input checked="" type="checkbox"/> Deposit		Advance Clearing			
<input type="checkbox"/> Advance		<input 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
7/6/10	Fine Jewelry Vendor Sales	NO	\$88.00	40025 - Fundraisi	NJ	vendor	Fund
7/6/10	General donation from member		\$20.00	40029 - Contributi	NJ	gen	G&A
7/6/10	Donation for Ramp Project from Jane Doe		\$50.00	40029 - Contributi	NJ	ramp	P&P
	Date for income should be the date of the actual bank deposit						
Total:			\$158.00				
Payee Information				Approvals			
Payee:				Submitted By:		Spock	
Mail To:				Phone Number:		777-777-7777	
Address:				Email:		spock@examplevoucher.org	
City State Zip:				Submitted Date:		7/15/2010	
Phone:				Approved By:			
FOR PAC USE ONLY				Title:			
Bank Account:				Signature:			
PAC Initial:				Phone Number:			
Date:				Email:			
Approval Initial:				Approved Date:			
Approval Date:				Treasurer Initial:		L.M.	
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Transfers

A movement of funds within the organization. May be from one unit to another, or from one bank account to another bank account.

Unit Transfer Voucher (same bank)

Pioneers Voucher TPF1		Voucher #		Faxed/Email? <input checked="" type="checkbox"/>	Original? <input type="checkbox"/>		
Chapter: Utah 67		Unit Name: Example Chapter		Unit #: 100 OR 1067100			
Transaction Type (Please select only one. A separate form is required for different transactions.)							
<input type="checkbox"/> Expense	<input type="checkbox"/> Deposit	Advance Clearing Payee: _____ Amount Spent: _____ Check #: _____ Amount Returned: _____ Amount of Advance: _____ Amount Due: _____					
<input type="checkbox"/> Advance	<input checked="" type="checkbox"/> Transfer						
Date	Description	Taxable Y/N	Amount	Account Code	State	Project ID	990
8/1/10	Transfer Membership Dues						
	From 100 to 200		\$200.00	40040 - Members	UT	md	G&A
	From 100 to 300		\$300.00	40040 - Members	UT	md	G&A
	From 100 to 400		\$400.00	40040 - Members	UT	md	G&A
	From 100 to 500		\$500.00	40040 - Members	UT	md	G&A
	For account code use the intercompany (IC) expense for the "from unit" the income code used by the PAC will automatically correspond for the "to unit"						
			Total:	\$1,400.00			
Payee Information				Approvals			
Payee:				Submitted By:	Spock		
Mail To:				Phone Number:	777-777-7777		
Address:				Email:	spock@examplevoucher.org		
City State Zip:				Submitted Date:	8/1/2010		
Phone:				Approved By:	James T. Kirk		
FOR PAC USE ONLY				Title:	Captain		
Bank Account:				Signature:	James T. Kirk		
PAC Initial:				Phone Number:	555-555-5555		
Date:				Email:	jkirk@examplevoucher.org		
Approval Initial:				Approved Date:	8/5/2010		
Approval Date:				Treasurer Initial:	L.M.		
Pioneer Accounting Center - 930 15th St., 12th Floor Denver, CO 80202				Toll Free Fax (888) 477-3351		Local Fax (303) 571-9291	

Transfer Voucher (different bank)

Pioneers Voucher TPF1		Voucher #		Faxed/Email? <input type="checkbox"/>	Original? <input checked="" type="checkbox"/>		
Chapter: Idaho 121		Unit Name: Example Chapter		Unit #: 100 OR 1121100			
Transaction Type (Please select only one. A separate form is required for different transactions.)							
<input type="checkbox"/> Expense	<input type="checkbox"/> Deposit	Advance Clearing Payee: _____ Amount Spent: _____ Check #: _____ Amount Returned: _____ Amount of Advance: _____ Amount Due: _____					
<input type="checkbox"/> Advance	<input checked="" type="checkbox"/> Transfer						
Date	Description	Taxable Y/N	Amount	Account Code	State	Project ID	990
8/1/10	Transfer to Nebraska for Readers for Life		\$1,000.00	60032 - IC Project	ID	rfl	P&P
	From 121 to 19						
			Total:	\$1,000.00			
Payee Information				Approvals			
Payee:	Pioneers - Nebraska 19			Submitted By:	Spock		
Mail To:	c/o Montgomery Scott			Phone Number:	777-777-7777		
Address:	Starship Enterprise 12345 Galaxy Way			Email:	spock@examplevoucher.org		
City State Zip:	Universe, AL 00000			Submitted Date:	8/1/2010		
Phone:	888-888-8888			Approved By:	James T. Kirk		
FOR PAC USE ONLY				Title:	Captain		
Bank Account:				Signature:	James T. Kirk		
PAC Initial:				Phone Number:	555-555-5555		
Date:				Email:	jkirk@examplevoucher.org		
Approval Initial:				Approved Date:	8/5/2010		
Approval Date:				Treasurer Initial:	L.M.		
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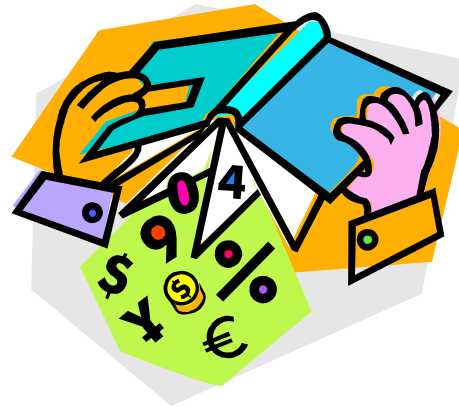
Advance Clearing - Amount Returned

Pioneers Voucher TPF1		Voucher # 45		Faxed/Email? <input checked="" type="checkbox"/>		Original? <input type="checkbox"/>	
Chapter: DeAnza 68		Unit Name: San Diego Council		Unit #: 230			
(Please select only one. A separate form is required for different transactions.)							
<input type="checkbox"/> Expense		<input type="checkbox"/> Deposit		Advance Clearing			
<input checked="" type="checkbox"/> Advance		<input type="checkbox"/> Transfer					
Payee: Donald Duck		Check #: 1234		Amount Spent: \$250.00		Amount Returned: \$250.00	
		Amount of Advance: \$500.00		Amount Due: \$0.00			

Date	Description	Taxable Y/N	Amount	Account Code	State	Project ID	990
11/23/10	Holiday Stocking Project - fabric		\$115.00	60095 - Materials	CA	holiday	P&P
11/24/10	Socks, Toothbrushes/paste, Shampoo... to fill stockings		\$100.00	60095 - Materials	CA	holiday	P&P
11/24/10	Decorations for Stockings - Felt, Glitter, Ornaments		\$35.00	60095 - Materials	CA	holiday	P&P
Date for expenses should match the invoices or receipts							
12/2/10	Returned unused portion of Advance		-\$250.00	14004 - Advances	CA		
Date for income should be the date of the actual bank deposit							
Project id and 990 are not required on close advance deposits							
			Total:	\$0.00			

Payee Information		Approvals	
Payee:		Submitted By:	Donald Duck
Mail To:		Phone Number:	555-123-4567
Address:		Email:	donaldduck@examplevoucher.org
City State Zip:		Submitted Date:	12/2/2010
Phone:		Approved By:	Mickey Mouse
FOR PAC USE ONLY		Title:	President
Bank Account:		Signature:	See email approval
PAC Initial:		Phone Number:	555-789-4561
Date:		Email:	mickeymouse@examplevoucher.org
Approval Initial:		Approved Date:	12/4/2010
Approval Date:		Treasurer Initial:	Goofy

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Monthly Reports

What is a balance sheet report? _____

What is a transaction report? _____

What is an Income statement (I&E) report? _____

What is an Advance Report? _____

What is the Unknown Deposit report? _____

<u>Chapter Reports</u>	<u>Unit Reports</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Pioneer Accounting Center Turnaround Times

What is the PAC turnaround time for vouchers?

What is the PAC turnaround time for reports?

Document Retention

Document	Retention Period (Years)
Auditor's Reports	Permanent
Bank deposit slips, reconciliations, statements	4
Budgets	7
Cancelled Checks	Permanent
Financial statements (annual)	Permanent
Financial statements (interim)	4
Inventory Lists	4
Vouchers (receipts, invoices, bills)	7
Monthly Reports	4
Monthly Reconciliation Summary/Detail	4

How long should the chapter retain files? _____

Training Material Contacts

All forms and training materials can be found online.

www.pioneersvolunteer.org

Member Center

Volunteer Leadership Resources

Finance

Pioneer Accounting Center

Please contact your chapter's PAC Finance Associate to obtain soft copies or hardcopies of any forms or documents.

If you would like to obtain a PowerPoint copy of the presentation or additional copies of this activity book, please contact Liz Sparks 1-888-477-3158 lsparks@pioneersvolunteer.org.

For any questions regarding specific fundraising practices or regulations, please contact the Pioneers Headquarters Office at 1-800-872-5995.

Helpful Resources

www.irs.gov - For federal regulations on fundraising, 501(c)(3) information, and form W9.

<http://www.aicpa.org/yellow/yptsgus.htm> this page contains links to each state's Department of Revenue website.

<http://www.pioneersvolunteer.org/> Pioneers official website.