



Pioneers Accounting Center

General Ledger Account Glossary

Reference Document

For Pioneers Internal Use Only

Version 2

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Intercompany Accounts

TelecomPioneers is a 501(c)(3) non-profit corporation; tax identification number (TIN) 16-1634095. All Pioneers Units operate under TelecomPioneers.

Intercompany (IC) accounts are a set of numbers used for tracking internal transfers of funds/assets between Pioneers Units. For audit purposes, these IC sets must balance to \$0.00. For this reason the income and expense accounts are described together as a pair in this section. The expense is the unit the funds are coming from, the income is the unit the funds are going to.

IC Direct Mail Fundraising

Expense: 60035, Income: 40035

Funds received by Chapters from TelecomPioneers Headquarters from the Direct Mail Campaign. Effective 2013, 50% of the net proceeds are distributed to the Chapters. Each chapter executive board determines how (or if) they will transfer to councils or clubs.

IC Fundraising

Expense: 60034, Income: 40034

Internal transfer of funds between 2 or more Pioneers Units for fundraising purposes.

For example:

- Transfer for Golf tournament/Bowl-A-Thon
- Transfer for Gaming or Non-gaming

IC General & Admin

Expense: 60033, Income: 40033

Internal transfer of funds between 2 or more Pioneers units for business or membership purposes.

For example:

- Transfer funds to purchase office supplies
- Transfer for membership drive

IC Operational Cost

Expense: 60009, Income: 40009

Internal transfer from Pioneers Units to Headquarters to help cover 25% of the costs associated with all the services and functions performed on the unit's behalf by the PAC.

For example:

- Bookkeeping
- Sales Tax Preparation
- Paperwork for sales licensing and exemptions
- Annual audit
- Financial training

IC Projects & Programs**Expense: 60032, Income: 40032**

Internal transfer of funds between 2 or more Pioneers Units for charitable projects/programs.

For example:

- Transfer for Charm Project
- Transfer for Hug-A-Bears

IC Purchase for Non-resale**Expense: 65010****Income: 49010 IC Sales Non-taxable**

Expense for items purchased from another Pioneers Unit, and those items are to be used for Pioneers membership, administrative, or charitable projects/programs. The purchasing unit may be subject to paying additional Use Tax on the items they have acquired.

For example:

- Name badges
- Lanyards
- Fabric
- T-shirts

IC Cost of Goods Sold**Expense: 55010****Income: 49010 IC Sales Non-taxable**

Expense for items purchased from another Pioneers Unit, and those items are intended to be used for resale; either in a Pioneers Store or fundraising sales event. This is a wholesale purchase and is not subject to sales or use tax.

For example:

- Cookbooks
- Candy & Nuts

IC Sales Non-Taxable-49010

Income received from another Pioneers Unit that has purchased items from your unit. The purchasing unit is responsible for any use taxes.

For example:

- As the purchasing unit is responsible for any use taxes, the income from intercompany sales will be non-taxable revenue for the selling unit.

Income Accounts

40001-Royalties & Commissions

Income received from another entity for the usage for the Pioneers name, brand, logo or registered trademark.

For example:

- Quail Ridge printing (cookbooks)

40003-Sponsor Contributions

Donations/sponsorship received from a Pioneers affiliate company.

For example:

- AT&T, CenturyLink, Verizon

40015-Dividend/Interest

Interest and dividends collected from savings, checking, money market, investment, and CD accounts.

40017-Travel & Parking

Income received from a membership prepayment to attend/facilitate a Pioneers business meeting, conference, training session, fundraising event, or fellowship event; excluding mileage, gasoline and per diems.

For example:

- Tolls/Taxi/Shuttle
- Airfare/Baggage Fees

40019-Registration

Registration fees to attend/facilitate a Pioneers business meeting, conference, training session, fundraising event, or fellowship event.

For example:

- AT&T Pioneers conference
- Chapter Assembly
- Golf tournament entry fees

40020-Recognition/Gifts

Income received to purchase gifts and memorabilia for Pioneers fellowship. If income is received to offset an expense for Recognition/Gifts use the Recognition/Gifts expense account 60020 to record the income.

For example:

- Officer appreciation/awards
- Flowers/Greeting Cards
- Trophies/Plaques

40022-Meals

Income received for meals. If income is received to offset an expense for meals for a membership luncheon for example, use the Meals expense account 60022 to record the income.

For example:

- Pioneers Luncheons
- Volunteer refreshments or snacks

40023-Lodging

Income received for lodging. If income is received to offset an expense for lodging use the Lodging expense account 60023 to record the income.

For example:

- Hotel/Motel Bill for Pioneers reunion
- Hotel for Pioneers Unit Meeting

40024-Grants/Awards

Grants or awards applied for at the local chapter/council/club level; received from rotary, other local organizations or foundations. All other contributions should be recorded to 40029.

For example:

- CVS Pharmacy Grant/Wal-Mart Grant
- Liberty Mutual Pioneers Partner Award

40025-Fundraising

Income received from an activity undertaken to generate revenue that does not occur on a regular basis and is not sales related. Sales should be recorded to 49000 series accounts, and sales tax may be applicable.

For example:

- Vendor Sales (commission agreement)
- Gaming (Raffles/Bingo/Lotto)
- Non-gaming (drawing)

40026-Event Sponsor

Funds received from an affiliate or another organization to support a Pioneers event.

For example:

- AT&T corporate sponsorship of AT&T Pioneers Conference

40028-Entertainment

Income received from a membership prepayment for entertainment at a Pioneers fellowship event; i.e. having a guest speaker, DJ, musician, or demonstrator.

For example:

- Local band for appreciation lunch
- Wilderness survival instructor
- Member pre-paid circus tickets

40029-Contributions

Cash and non-cash donations received; may be for general use or the donor may request the funds to be assigned to a specific project, program or cause. 100% of the funds must be expensed towards a specific donor assignment.

For example:

- Donor Directed Donations
- Member Donations/Unspecified Donations
- Books for library
- Canned food for shelter

40036-Publications

Income received from newsletters and other publications. If income is received to offset an expense for publications use the Publications expense account 60037 to record the income.

For example:

- Printing/production
- Subscriptions

40039-Miscellaneous Income

Not for Pioneers Unit usage: Unknown deposit identified by a PAC Associate from a bank statement where the unit did not provide a TPF1 voucher. It is not known which unit the funds belong to or how the funds were received.

40040-Membership Dues

Payment of dues received from regular members and partners. Life members do not currently pay dues. Note: 40040 is both a debit and credit account code at the chapter/council/club level.

For example:

- Annual dues received through payroll
- Dues from members recruited during the year

Expense Accounts

60017-Travel & Parking

Transportation expenses to attend/facilitate a Pioneers business meeting, conference, training session, fundraising event, or fellowship event; excluding mileage, gasoline and per diems.

For example:

- Tolls/Taxi/Shuttle
- Airfare/Baggage Fees

60018-Rentals

Expenses for rent, security deposits, booths or equipment.

For example:

- Vendor security deposit or pre-payment
- Equipment (Chairs, tables, grandstand)

60019-Registration

Expenses to attend/facilitate a Pioneers business meeting, conference, training session, fundraising event, or fellowship event.

For example:

- AT&T Pioneers conference
- Chapter Assembly
- Golf tournament entry fees

60020-Recognition & Gifts

Expenses to purchase gifts and memorabilia for Pioneers fellowship.

For example:

- Officer appreciation/awards
- Flowers/Greeting Cards
- Trophies/Plaques

60022-Meals

Expense for the cost of food for business or fellowship events.

For example:

- Pioneers Luncheons
- Volunteer refreshments or snacks

60023-Lodging

Expense for overnight stays at any business or fellowship events.

For example:

- Hotel/Motel Bill for Pioneers reunion
- Hotel for Pioneers Unit Meeting

60024-Grants/Awards

Pioneers issued grants or awards given to other local organizations for their charitable projects. Pioneers must follow the Grants & Awards application and criteria process as outlined in the [Financial Practices](#).

For example:

- Dodd's Fund Grants

60028-Entertainment

Expenses for entertainment at a Pioneers fellowship event; i.e. having a guest speaker, DJ, musician, or demonstrator.

For example:

- Local band for appreciation lunch
- Wilderness survival instructor
- Member pre-paid circus tickets
- Member pre-paid for sporting event

60040-Miscellaneous Expense

Not for Pioneers Unit usage: Unknown debit or withdrawal identified by a PAC Associate from a bank statement where the unit did not provide a TPF1 voucher. It is not known which unit the funds belong to or how the funds were spent. Also for PAC Use for bank-to-bank transfers.

60046-Communications

Expenses for communication bills and charges.

For example:

- Phone bills/long distance
- Conference bridges
- Internet charges

60050-Insurance

Expense to purchase an insurance policy for administrative, fundraising, or project/program use.

60053-Professional & Consulting

Any fees associated with hiring a contractor. Anything over \$600 per calendar year may be 1099 taxable income to the recipient.

For example:

- Consulting fees
- Independent contractors

60058-Software Maintenance & Service Agreement

Expenses related to software installations, updates and upkeep.

60060-Web Support

Expenses for online website support; including, hosting, maintenance and renewal.

60062-Bank Charges & Fees

Charges or fees applied by a financial institution where a bank account is held.

For example:

- Bank service charges/account analysis fees
- Overdraft fees/returned check fees

60063-Audio/Visual

Expense to purchase, rent or loan computers, microphones, speakers, projectors, etc. for use at Pioneers meetings, events or projects.

For example:

- Microphone for Region meeting
- Projector for chapter training

60066-Monetary Contributions

Donations given by Pioneers Units to other not for profit organizations for their charitable projects/programs. Must meet the Contribution Requirements as outlined in the [Financial Practices](#).

For example:

- Donations given in memory of individuals who have passed away
- Donations given to assist in natural or national disaster relief efforts
- Donations given for various health & human service causes
- Donations given for various life enrichment causes

60068-Government Fees & Licenses

Government related fees for fundraising, sales or gaming licensing.

For example:

- State resale/retailer license
- Secretary of State renewal
- DMV registration for parade/display vehicle

60069-Mileage

Expenses related to a mileage reimbursement. Must include the number of miles traveled and the rate at which it is being reimbursed. Anything over the IRS allowed rate may be 1099 taxable income to the recipient.

60070-Postage & Shipping

Expenses related to shipping items or postage for Pioneers business, fellowship, or project/program use.

For example:

- Stamps
- UPS/FedEx
- Newsletter Postage
- Shipping military packages

60074-Supplies/Equipment/Materials

Items needed for Pioneers use to conduct business or an event; items that are necessary to make build or create a product that is not for Pioneers use; may also include items or equipment needed for an event to function; includes non-cash items collected or received for use in projects or programs.

- Ink cartridges
- Copy machine
- Stuffing/Fabric/Glue/Paint
- Sewing Machine/Scissors/Paint Brushes
- Canned food items for shelter

60092-Scholarships

Pioneers issued scholarships given to individual students that must be payable to the educational institution where the student is attending. Pioneers must follow the Scholarship application and criteria process as outlined in the [Financial Practices](#).

60093-Sales Tax Penalty & Interest

Penalties or interest for late or inaccurate filing of state sales tax returns.

60097-Prizes & Winnings

Monetary and non-monetary winnings from gaming or non-gaming activities. Anything over the IRS allowed rate may be 1099 taxable income or W2G taxable income to the recipient.

For example:

- Door prizes
- Cash prize
- Non-cash prize; e.g. car, television, sporting event tickets, etc.

60098-Utilities

Expenses for water, gas or electricity bills.

Sales Income Accounts

49002-Taxable Fundraising Sales

Revenue for items purchased for resale (expense 55023). An activity undertaken to generate revenue that does not occur on a regular bases, and may be subject to sales tax. Sales tax must be collected for these sales and be remitted to the state or local Department of Revenue. Each U.S. state has its own policies of which items are subject to sales tax. Refer to your State Department of Revenue for tax exemptions in your area. A resale license may be required.

49003-Non-Taxable Fundraising Sales

Revenue for items purchased for resale (expense 55023). Any activity undertaken to generate revenue that does not occur on a regular basis, and may not be subject to sales tax. Each U.S. state has its own policies of which items are subject to sales tax. Refer to your State Department of Revenue for tax exemptions in your area.

49004-Non-Taxable Store Sales

Revenue for store cost of goods (expense 55045). An activity undertaken to generate revenue that occurs on a regular basis, and may not be subject to sales tax. Each U.S. state has its own policies of which items are subject to sales tax. Refer to your State Department of Revenue for tax exemptions in your area.

49005-Taxable Store Sales

Revenue for store cost of goods (expense 55045). An activity undertaken to generate revenue that occurs on a regular basis, and may be subject to sales tax. Sales tax must be collected for these sales and be remitted to the state or local Department of Revenue. Each U.S. state has its own policies of which items are subject to sales tax. Refer to your state Department of Revenue for tax exemptions in your area. A resale license is required to operate a store. Store must be worked by volunteers.

49006-Inventory Shipping & Misc

Income received for shipping/freight to send purchased items to the customer.

Sales/Use Tax Liability Accounts

22001-Sales Tax Payable State

Tax liability for sales income to be paid directly to the state.

22002-Sales Tax Payable City

Tax liability for sales income to be paid directly to the city.

22003-Sales Tax Payable County

Tax liability for sales income to be paid directly to the county.

22007-Use Tax Payable

Tax liability payment directly to the city, county, or state for items purchased without a purchase exemption, and the vendor, for whatever reason, did not charge sales tax.

Sales Expense Accounts

55006-Inventory Shipping & Misc

Expenses for shipping/freight to send purchased items to the customer.

55023-Fundraising Purchase for Resale

For non-store sales undertaken to generate revenue that does not occur on a regular basis. The direct costs attributable to the production or purchase of goods sold by the organization.

For example:

- Candy & Nut Sales
- Calendar Sales
- Cookbook Sales

55045-Store Cost of Goods Sold

For store sales undertaken to generate revenue that does occur on a regular basis. The direct costs attributable to the production or purchase of goods sold by the organization.

For example:

- Store merchandise
- Apparel
- Packaged food/candy items

60111-Use Tax Expense

"The first liability to charge tax on a taxable transaction lies with the vendor. However, if the vendor, for whatever reason, believes or is led to believe, that an entity is exempt from tax and does not charge them tax, the use tax laws come into play. The use tax laws state, that the user and consumer of those purchased items must pay applicable use tax on items or services that were inadvertently purchased without the proper tax."

-Department of Revenue

For chapters that have no purchase exemption, and are not charged sales tax by the vendor, use tax is required **if any one of the following conditions applies:**

- If the expense is greater than \$500
- If any one of the following vendors (regardless of amount):
 - Zorch
 - Baicy Communications DBA Immedia Print
 - Scholastic

Other Balance Sheet Accounts

14004-Advances

Funds received in advance of a future activity to cover the predicted costs associated with that activity. Pioneers must follow the Advance Requirements as outlined in the [Financial Practices](#).

15002-Prepaid Expenses

Expenses paid in the current year for an upcoming event that is occurring in the following year.

For example:

- Security deposit made in 2013 for a Pioneers event that will be in 2014

15003-Inventory General

Any stocked or stored items for resale; this includes both Pioneers Stores and Pioneers Units that sell items for fundraising. Pioneers must follow the Inventory Requirements as outlined in the [Financial Practices](#).

1. ACRONYMS

All acronyms pertaining to this project and their corresponding definitions are listed below.

Acronym	Description

2. GLOSSARY

Any terms specifically applicable to the project and requiring clarification are listed below.

Term	Definition