

# PAC Tips

April 2009



## Chapter Deadlines:

Please submit updated directories to your PAC finance associate if you have not already done so.

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

**March - April** - Monthly Reports for December 2008, January 2009 and February 2009 will be distributed to Unit Presidents and Treasurers.

**March - April** - 2009 Financial Policies and Procedures packets will be distributed to all Treasurers.

**04/13/2009** - 2008 Financial Audit will begin.

**04/20/2009** - The PAC is back to regular report deadlines.

## Projects & Programs/Fundraising Report

- 4th Quarter 2008 60/40% reports will be distributed during the month of March 2009 to the Chapter President and Treasurer.
- 1st Quarter 2009 65/35% reports will be distributed by April 20th 2009.
- It is the Chapters responsibility to distribute this information to the Councils and Clubs within the Chapter.

## Pioneer Banking Center Business Reply Envelopes

Business reply mail envelopes are available for all chapters that have a bank account with Pioneer Banking Center. These envelopes are for Pioneer Banking Center Deposits only. Checks, Money Orders and the Deposit voucher are the only documents allowed in these envelopes; please do not include any other documents in the envelopes that do not pertain to Pioneer Banking Center deposits. Please contact you PAC Finance Associate to request envelopes.



## Year End Report Process

Most journal entries used for accruals are only visible on the Chapter General Ledger Report and Chapter Balance Sheet.

### Accruals:

2008 expenses received between 1/1/09-1/9/09 were accrued to 2008. The expense will appear on the [2008 Income & Expense Report](#).

2008 distributions received between 1/1/09-3/31/09 were accrued to 2008. Membership Dues, Fundraising, and Royalties will appear on the [2008 Income & Expense Report](#).

*Note: The 2009 Income & Expense reports will appear negative for the 4090-0X codes until the month the physical deposit was made. After March they will appear as \$0.00 because the income is booked in 2008, but the physical deposits did not occur until 2009.*

2008 distribution transfers from chapter to the councils/clubs received by March were accrued to 2008. This will appear on the [2008 Income & Expense Report](#).

2008 distribution transfers from chapter to the councils/clubs received after March will be posted in 2009. This will appear on the [2009 Income & Expense Report](#) for the month the transfers were processed.

2008 Inventories were accrued out of the purchase code (6019) and posted to inventory (1340). This will appear on the [Chapter Balance Sheet](#).

2007 & 2008 Sales Tax Liability was accrued out of the taxable income code (5020) and posted to Sales Tax (2020). This will appear on the [Chapter Balance Sheet](#).

### Prepays:

Any 2009 expenses received in 2008 were pre-paid to 2009. Example: 2009 Annual Meeting Expenses. The expense will appear on the [2009 Income & Expense Report](#).

# Denver Pioneer Accounting Center (PAC)

930 15<sup>th</sup> Street, 12<sup>th</sup> Floor  
Denver, CO 80202  
PAC Fax: 303-571-9291  
PAC Fax toll-free 1-888-477-3351

The following Finance Associates are your contacts in Denver. Please contact them with any questions or concerns.

**Debi Althoff**

Senior Accounting Manager

303-571-9244 or

1-866-298-4543

[dalthoff@pioneersvolunteer.org](mailto:dalthoff@pioneersvolunteer.org)

AT&T Region Acct

Qwest Region Acct

New Outlook Region Acct

**Sara Huffman**

Accounting Supervisor

303-571-9247 or

1-888-929-0434

[shuffman@pioneersvolunteer.org](mailto:shuffman@pioneersvolunteer.org)

Arizona # 66

Cincinnati Bell # 3

Georgia # 124

New Jersey # 139

Ohio # 2

Silver State # 101

Washington # 30

Wyoming # 120

AT&T Disaster Relief

**Tammy Ewing**

Sales Tax Coordinator

303-571-9255 or

1-888-531-9776

[tewing@pioneersvolunteer.org](mailto:tewing@pioneersvolunteer.org)

New Frontier # 137

North Carolina # 35

Northeast # 125

Oregon # 31

Penn Jersey # 132

South Carolina # 61

South Texas # 64

Southwest # 136

Tennessee # 21

**Liz Sparks**

Training Coordinator

303-571-9253 or

1-888-477-3158

[lsparks@pioneersvolunteer.org](mailto:lsparks@pioneersvolunteer.org)

Colorado # 8

Crossroads # 135

DeAnza # 68

Indiana # 16

Michigan # 10

Mid-Atlantic # 126

North Dakota # 118

Pacific # 140

South Dakota # 119

Utah # 67

**Jan Corich**

Finance Associate

303-571-9257 or

1-888-684-9988

[jcorich@pioneersvolunteer.org](mailto:jcorich@pioneersvolunteer.org)

Alabama # 34

Alaska # 159

Arkansas # 52

Connecticut # 9

Iowa # 17

Mississippi # 36

Mtn. Plains # 141

Nebraska # 19

Northeast # 131

So. States # 134

Wisconsin # 4

**Sarah Powell**

Finance Associate

303-571-9258

1-866-464-3562

[spowell@pioneersvolunteer.org](mailto:spowell@pioneersvolunteer.org)

Florida # 39

Idaho # 121

Illinois # 1

Minnesota # 18

Missouri # 11

New Mexico #117

Oklahoma # 41

Texas Pride # 22

**Kat Richard**

Finance Associate

303-571-9261 or

1-866-920-1999

[crichard@pioneersvolunteer.org](mailto:crichard@pioneersvolunteer.org)

Atlantic Coast # 133

Golden Bear # 29

Golden Gate # 138

Kansas # 62

Kentucky # 32

Louisiana # 24

Montana # 122

## April 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](http://telecompioneers.webex.com) to register for any of the training sessions offered by the PAC. Course materials will be distributed within 1 week 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.*

## April 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](http://telecompioneers.webex.com) to register for any training classes listed below.

Class Information	Dates	Time (Pacific)	Time (Mountain)	Time (Central)	Time (Eastern)
<b>General Training</b>  <b>Please logon to:</b> <a href="http://Telecompioneers.webex.com">Telecompioneers.webex.com</a> Liz Sparks <a href="mailto:lsparks@telecompioneers.org">lsparks@telecompioneers.org</a>  1-888-477-3158	<b>04/07/2009</b>	08:00 – 10:00	09:00 – 11:00	10:00 -12:00	11:00 -01:00
	<b>04/09/2009</b>	08:00 – 10:00	09:00 – 11:00	10:00 -12:00	11:00 -01:00
	<b>04/21/2009</b>	08:00 – 10:00	09:00 – 11:00	10:00 -12:00	11:00 -01:00
	<b>04/23/2009</b>	08:00 – 10:00	09:00 – 11:00	10:00 -12:00	11:00 -01:00
	<b>04/28/2009</b>	08:00 – 10:00	09:00 – 11:00	10:00 -12:00	11:00 -01:00
<b>Policy &amp; Procedure Training</b>  <b>Please logon to:</b> <a href="http://Telecompioneers.webex.com">Telecompioneers.webex.com</a> Sara Huffman <a href="mailto:shuffman@telecompioneers.org">shuffman@telecompioneers.org</a>  1-888-929-0434	<b>04/08/2009</b>	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00
	<b>04/22/2009</b>	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00
	<b>04/29/2009</b>	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00
<b>Sales Training</b>  <b>Please logon to:</b> <a href="http://Telecompioneers.webex.com">Telecompioneers.webex.com</a> Tammy Ewing <a href="mailto:tewing@telecompioneers.org">tewing@telecompioneers.org</a>  1-888-531-9776	<b>04/09/2009</b>	09:00 – 10:00	10:00 – 11:00	11:00-12:00	12:00 – 01:00
	<b>04/23/2009</b>	09:00 – 10:00	10:00 – 11:00	11:00-12:00	12:00 – 01:00
	<b>04/30/2009</b>	09:00 – 10:00	10:00 – 11:00	11:00-12:00	12:00 – 01:00

