

PAC Tips

March 2011

Upcoming Events:

3/25/2011 - 2010 4th Quarter 65/35% Projects/Fundraising reports will be distributed.

3/31/2011 - 2011 Budgets for Chapters/Councils/Clubs are due to the PAC.

4/08/2011 - January and February monthly reports will be distributed to unit Presidents and Treasurers.

4/29/2011 - March monthly reports will be distributed to unit Presidents and Treasurers.

Training Updates:

- Make-up sessions for the General Ledger and Finance Basics classes will be offered in the month of April.

Reminders:

- Postage Paid Business Reply envelopes are no longer available and **should no longer be used** to mail deposits to the PAC. **There is no guarantee that the deposits sent in those envelopes will make it to the PAC.** If mailing checks/money orders to the PAC to be deposited, please send the checks/money orders and TPF1 voucher to:

Pioneer Accounting Center
930 15th St., 12th Floor
Denver, CO 80202

Update:

- The Denver Pioneer Accounting Center and TelecomPioneers headquarters will be moving within the next 4 months. We will be providing more information in regards to this as it is finalized.



To: Chapter/Councils/Clubs Presidents & Treasurers
From: Debi Althoff
CC: Group VPs, Managers, Carey Wirtzfeld
Date: March 7, 2011
Re: PAC Update & Report Deadlines

I want to let everyone know that we have had some personnel changes within the PAC recently. Victor Hughes (PAC Manager) left the company with little notice on Monday, February 28th. We will be hiring a replacement for this position as soon as possible. We will also be hiring an additional PAC Associate to reduce the workload of our existing PAC Associates.

Because of the PAC's current workload and the additional procedures needed to close the year, we need to push back some deadlines at this time. The new deadlines are as follows:

4 th quarter Percentage reports	March 25 th
January/February Monthly Reports	April 8 th
March Monthly Reports	April 29 th

At this time we are also re-evaluating the new budget process, and are not able to send out new budget templates currently. We continue to work on a process that will provide a meaningful reporting tool without being labor intensive for our Pioneer Treasurers. At this time please submit your 2011 budgets in the same format that you have used in the past. The deadline for the approved 2011 budgets to be submitted to your PAC Associate is March 31. We have cancelled all budget training classes at this time.

Additionally, I would like to stress the importance of all of the unit Treasurers to complete G/L Coding Training and Finance Basics Training. We will be setting up training classes for Chapters that have not yet scheduled this training in March and are also offering make-up classes for individuals who missed their Chapter's previous training class. Please contact one of the following PAC Training Coordinators to schedule these classes.

Liz Sparks	1-888-477-3158
Sara Huffman	1-888-929-0434
Tammy Ewing	1-888-531-9776

Finally, I want to let you know that the Denver Pioneer Accounting Center and TelecomPioneers headquarters will be moving within the next 4 months. We will be providing more information in regards to this as it is finalized.

Thank you for your continued support, patience, and understanding as we move forward.



990 Usages for Transactions

Fundraising - Any activity undertaken to generate revenue; used to augment membership dues and sponsor support.

Both the expenses and income for such an activity are classified as a fundraiser.

Examples:

- Golf Tournament, Bowl-A-Thon
- Games of Chance (raffles, drawings, lotteries, bingo)
- Stores
- Sales (candy, nuts, calendars, cookbooks, etc.)
- Vendor Sales (commission arrangements, etc.)

General/Administrative - Sources of income or expenses not related to an activity undertaken to general revenue; i.e. transactions needed in order to conduct business.

Both the expenses and income for such a source are classified as general/administrative.

Examples:

- Membership Dues
- Membership Retention (luncheons, picnics, social gatherings, etc.)
- Sponsor Support (support from one of the sponsoring companies AT&T, Qwest, Verizon, etc.)
- **Unsolicited & Unspecified Donations** - If we did not solicit or request a contribution then, by definition, the Pioneers did not undertake in an activity to generate revenue.

Projects & Programs - A charitable activity that meets the organization's mission, and the Wise Giving Alliance Standards for charitable activity. A project is a short term goal with an end date; a program is a long term goal without an end date.

Both the expenses and income for a charitable activity are classified as projects/programs.

Our Mission

Pioneers is a network of volunteers who effect immediate, tangible change in local communities, in partnership with their sponsors.

Examples:

- Donor Restricted Contributions specific to a project, program, or cause.
- Any charitable project for educational, environmental, life enrichment, health, or human services. Refer to the Project I.D. listing.

Make-up Training Sessions for April

The PAC will be offering limited make-up sessions for individuals who were not able to attend the scheduled training time(s) with their Chapter.

General Ledger Coding:

April 04, 2011 – 10:30am to 12:00pm (mountain) – Sara Huffman

April 06, 2011 – 10:30am to 12:00pm (mountain) – Sara Huffman

Finance Basics:

April 05, 2011 – 10:30am to 12:00pm (mountain) – Sara Huffman

April 07, 2011 – 10:30am to 12:00pm (mountain) – Sara Huffman

April 08, 2011 – 10:30am to 12:00pm (mountain) – Sara Huffman

Registration:

Registration for makeup sessions is done through WebEx. You will receive your training materials via email prior to your session.

1. Go to telecompioneers.webex.com
2. Browse the **Monthly** calendar for the session you would like to attend.
3. Click on the session from the calendar
4. Click on **Register**
5. Fill in your name and email (in the company field, please provide your chapter)
6. Click **Register Now**

If you do not have online access, please contact the trainer for the session you would like to attend. The trainer will register you for their session and will send training materials via standard mail.

Trainer contact information:

Sara Huffman (888)929-0434 or shuffman@pioneersvolunteer.org

Monthly Report Question

The Pioneer Accounting Center has a 48 hour turnaround to process vouchers. As a result of this turnaround time, any transactions that are received within the last 2 days of each month may appear on your Income Statement, but may not appear on your Transaction report until the following month.

Question: Why is a check that has been processed not showing on my Transaction report, but it is showing on my Income & Expense Report?

Answer: A check request is entered into the system on 11/30 and the physical check is printed on 12/1. The expense will appear on the Income statement because the item is in the system, but the check was not printed yet. The check will not appear on the Transaction report until December because of the printing date of 12/1.