

# PAC TIPS

November 2008

Q: Why did the accountant cross the road?

A: To count the chickens on the other side.

- Submitted by Kat Richard...yes, she's to blame.



## Chapter Deadlines

Year end is approaching quickly, and it's that time to finalize the 2008 transactions, and get ready for the New Year. There are some upcoming deadlines...

**12/15/2008** – All expense, transfer, and deposit vouchers (TPF1) must be received by the PAC.

**12/15/2008** – All open Advances more than 30 days past the event date must be closed.

**01/07/2009** – Inventory of items purchased for resale are due to the PAC.

**02/02/2009** – Updated chapter directories, report distribution lists, and authorized approvers given to the PAC.

**02/15/2009** – 2009 Approved Budget Worksheets should be mailed to the PAC to ensure they arrive before the 20<sup>th</sup> for the monthly reports.

## Year End Voucher Processing

In order to close the books for 2008, the PAC will have limited processing of vouchers between 12/15/2008 – 01/03/2009. Any items not received by 12/15/2008 will not be processed within regular turnaround times.



## 2009 Financial Forms Package

The following list of forms has been revised on 11/20/08. These forms will be implemented by January 1, 2009.

Please contact your PAC associate if you have not received copies of these forms.

1. TPF1 (Revised 11/20/08)
2. Account Code Reference Chart
3. Event Activity Sheet
4. TP22 Receipt for Charitable Contributions
5. TP22 Non-cash
6. IRS Form W9
7. Meeting Expense Calculation
8. Inventory
9. Budget Worksheet
10. Project & Program Report Template
11. Fundraising Report Template
12. IRS 501(c)(3) letter

## TPF1 Electronic Signatures

**The following process does not apply to the Salem PAC.** Verizon chapters must mail vouchers to Salem for processing.

The Denver PAC will accept electronic signatures for the TPF1 forms.

You may email or fax vouchers and supporting documentation to Denver, and not need to follow-up with the original copy as long as all of the following apply:

- ⇒ The TPF1 is signed by one of the following methods:
  - Signed hardcopy is scanned.
  - Electronic Signature is inserted.
  - Approval email.
- ⇒ The supporting documentation (receipts, invoices, bills, etc.) are scanned and included.
- ⇒ The documents sent electronically are legible and clear.

### *How do I create an electronic signature?*

1. Sign a piece of paper
2. Scan the signed paper and "Save As" under a picture format like .jpg or .gif
3. Crop the picture to be the appropriate size of the signature
4. Save the file
5. Copy and Paste the picture file into the TPF1
6. Email the TPF1 to your PAC Associate

**Note:** Only the approver should apply their e-signature to the voucher. If the approver is not the person emailing the TPF1 to the PAC, their email address should be on the Cc line of the email.

### *What can I do if I am unable to format an electronic signature?*

1. The approver may send an email to the PAC associate authorizing the payment.
2. The body of the email must read, "I approve the attached TPF1 for (Payee and amount)" **Example:** I approve the attached expense for Arthur Dent in the amount of \$400.00.
3. The email must be sent from the approver's email address.

### **For the Managers:**

The PAC will need to obtain an approval from the Region manager for any expenses over \$5000.00. The PAC will send an email requesting the approval.



## January 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 sign-up as soon as possible to obtain your preferred session.

Registration will close at 1:00pm the day prior to the session, or as the class is filled. Late registration will not be permitted. Scheduling is handled in the order in which the request is received. Wait-listing for a session is unavailable.

Please contact the session's instructor for scheduling between the hours of **9:00am – 5:00 pm (Mountain) Mon – Fri**. Course materials will be distributed within 2 weeks of your scheduled time.

### 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 anyone who handles funds or submits vouchers to the PAC.

**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.

## 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.*

**Note:** Due to the high volume of trainees, each instructor is handling their own scheduling. You will need to contact each instructor individually to sign-up for multiple classes.



## January 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.

Class Information	Dates	Time (Pacific)	Time (Mountain)	Time (Central)	Time (Eastern)
<b>General Training (Mornings)</b>  <b>Please Contact:</b> Liz Sparks <a href="mailto:lsparks@telecompioneers.org">lsparks@telecompioneers.org</a>  1-888-477-3158	<b>01/06/2009</b>	08:00 – 10:00	09:00 – 11:00	10:00 -12:00	11:00 -01:00
	<b>01/08/2009</b>	08:00 – 10:00	09:00 – 11:00	10:00 -12:00	11:00 -01:00
	<b>01/13/2009</b>	08:00 – 10:00	09:00 – 11:00	10:00 -12:00	11:00 -01:00
	<b>01/15/2009</b>	08:00 – 10:00	09:00 – 11:00	10:00 -12:00	11:00 -01:00
	<b>01/22/2009</b>	08:00 – 10:00	09:00 – 11:00	10:00 -12:00	11:00 -01:00
	<b>01/27/2009</b>	08:00 – 10:00	09:00 – 11:00	10:00 -12:00	11:00 -01:00
<b>General Training (Afternoons)</b>  <b>Please Contact:</b> Sara Huffman <a href="mailto:shuffman@telecompioneers.org">shuffman@telecompioneers.org</a>  1-888-929-0434	<b>01/07/2009</b>	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00
	<b>01/14/2009</b>	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00
	<b>01/21/2009</b>	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00
	<b>01/28/2009</b>	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00
<b>Policy &amp; Procedure Training</b>  <b>Please Contact:</b> Sara Huffman <a href="mailto:shuffman@telecompioneers.org">shuffman@telecompioneers.org</a>  1-888-929-0434	<b>01/06/2009</b>	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00
	<b>01/09/2009</b>	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00
	<b>01/13/2009</b>	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00
	<b>01/16/2009</b>	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00
	<b>01/23/2009</b>	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00
	<b>01/29/2009</b>	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00
<b>Sales Training</b>  <b>Please Contact:</b> Tammy Ewing <a href="mailto:tewing@telecompioneers.org">tewing@telecompioneers.org</a>  1-888-531-9776	<b>01/08/2009</b>	09:00 – 10:00	10:00 – 11:00	11:00-12:00	12:00 – 01:00
	<b>01/09/2009</b>	09:00 – 10:00	10:00 – 11:00	11:00-12:00	12:00 – 01:00
	<b>01/15/2009</b>	09:00 – 10:00	10:00 – 11:00	11:00-12:00	12:00 – 01:00
	<b>01/16/2009</b>	09:00 – 10:00	10:00 – 11:00	11:00-12:00	12:00 – 01:00
	<b>01/22/2009</b>	09:00 – 10:00	10:00 – 11:00	11:00-12:00	12:00 – 01:00
	<b>01/23/2009</b>	09:00 – 10:00	10:00 – 11:00	11:00-12:00	12:00 – 01:00
	<b>01/29/2009</b>	09:00 – 10:00	10:00 – 11:00	11:00-12:00	12:00 – 01:00

