

PAC Tips

September 2011

We've Moved!

The Pioneers Headquarters and Denver PAC Office have moved!
1801 California St., 44th Floor
Denver, CO 80202

Upcoming Events:

9/05/2011 – Pioneers Headquarters & PAC Office closed for Labor Day.

9/11/2011 – Pioneers kick off Pioneers Dish It Up Project. *See pages 1-3 for additional details.*

9/20/2011 – August monthly reports will be distributed to unit Presidents and Treasurers.

Training Sessions:

Make-up sessions for the General Ledger and Finance Basics classes have been **cancelled** due to lack of participation.

Regular training sessions for new officers will resume later this year as Units complete their officer elections for 2012. Details will be provided at a future time.

Pioneers Dish It Up Project TPF1's

A new account code has been created specifically for this project. Any expense transactions for Dish It Up (Materials, Donations, Supplies, etc.) should all be recorded as follows:

Expense Account Code: **60108**
Project ID: **cent**
990: **P&P**

Pioneers Dish It Up Project TPF1's Continued...

Any income transactions for Dish It Up (Fundraising efforts, Contributions, etc.) should all be recorded as follows:

Income Account Code: **40108**
 Project ID: **cent**
 990: **P&P**

Example TPF1: *As the accounts codes are limited to this project, they will not be included in the automated dropdown on the electronic form at this time. The account number will need to be handwritten. We apologize for any inconvenience.*

Please reference Dish It Up in the description of the TPF1.

Pioneers Voucher TPF1		Voucher #	Faxed/Email? <input type="checkbox"/>	Original? <input type="checkbox"/>			
Chapter: Georgia 124		Unit Name: Chapter	Unit #: 1124001				
Transaction Type (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
9/11/11	Dish It Up - Purchase canned food items		\$150.00	60108	GA	cent	P&P
9/11/11	Dish It Up - Flyers/Poster for food drive		\$15.00	60108	GA	cent	P&P
			Total:	\$165.00			
Payee Information				Approvals			
Payee:	James T. Kirk			Submitted By:	Spock		
Mail To:	Starship Enterprise			Phone Number:	111-222-3333		
Address:	12345 Galaxy Way			Email:	spock@startrekrules.com		
City State Zip:	Space, EX 00000			Submitted Date:			
Phone:				Approved By:	Jean Luc Pacard		
FOR PAC USE ONLY				Title:	Captain		
Bank Account:				Signature:			
PAC Initial:				Phone Number:	111-222-3333		
Date:				Email:			
Approval Initial:				Approved Date:	9/12/2011		
Approval Date:				Treasurer Initial:	M P		

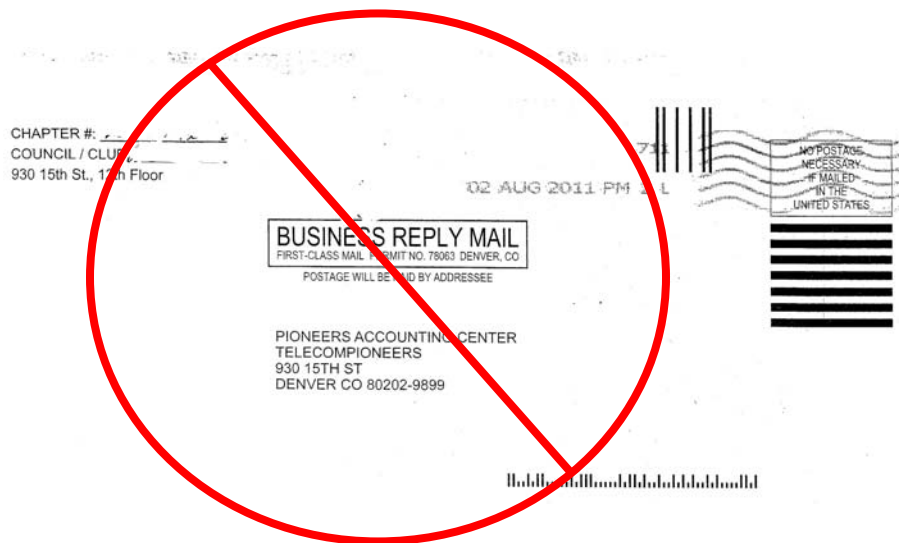
Reminder: Dish It Up

All units hosting a food drive for Dish It Up should email their list of food collection sites/drop off locations to kbiesendorfer@pioneersvolunteer.org to be included on the Headquarters website. The public is being directed to visit the website to find out where they can drop off donations in their local community through national media.

Include the following information in the collection site email:

- Address
- City
- County
- State/Province
- Zip Code/Provincial Code

Waterfield Deposit Envelopes – DO NOT USE



DO NOT USE!!!!!!

These envelopes were provided by Waterfield bank; which was **closed** by the FDIC in **April 2010**. The PAC has sent numerous communications since that time requesting that these envelopes be discarded.

Waterfield Deposit Envelopes Continued...

These envelopes are held by the Post Office, and we cannot guarantee that they can be retrieved.

Effective immediately, the PAC will send the affected Unit a bill for the postage. Should the envelope not be retrievable, your Unit is responsible for recovering any funds that were lost.

For individuals that still have these envelopes on hand, **please put them in a recycling bin or a shredder**. We believe this issue is still occurring from changes in officers, where files/boxes are inherited that contain these invalid envelopes.

For the individuals who have discontinued using these, we thank you for your assistance, and apologize for the many notices that you have received on this issue.

Reminders: TPF1 Compliance

- Always include your Chapter, Unit Name, and Unit Number on every TPF1.
- Do not put expenses and deposits together on the same form. Complete a separate TPF1 for different transaction types.
- Do not put multiple deposit receipts on the same TPF1. The TPF1 total should match the receipt from the bank. Five separate deposits need five separate vouchers even if the deposits were done on the same day. *To lessen paperwork, consider making one deposit, and use the TPF1 to distinguish the activities the different funds came from with Project IDs.*
- Funds should be deposited or mailed to the PAC within 5 business days of when the funds are received.
- Income codes start with the number **4**
 - Store income codes start with **49**
- Expense codes start the with number **6**
 - Store expense codes start with **55**

Did You Know...?

Did you know our most current form templates, account lists, and recent PAC Tips publications can be found on our webpage?

www.pioneersvolunteer.org

Our page is located under:

- Member Center
- Volunteer Leadership Resources
- Finance
- Pioneer Accounting Center