

TelecomPioneers Transaction (Bank) Report

Georgia 124 - Eastside 23

Transaction Dates	Trans. ID # PAC Use Only	** See below for details	Payee, Description, or Check #	Deposit Amounts	Check Amounts	Bank Balances	Project ID
Date	Trans.	Journal	Reference	Debit Amount	Credit Amount	Balance	Project ID

1124023-11146

Account: 1124023-11146 (GA-Eastside Council-Suntrust9076C) ← **Unit & Bank Account Description**

10/1/2010	← Reporting Start Date	Account Beginning Balance	\$209.19
10/31/2010		Account Net Change	\$0.00
10/31/2010	← Reporting End Date	Account Ending Balance	\$209.19

1124023-11149

Account: 1124023-11149 (GA-Eastside Council-WellsFargo-2081C-GA) ← **Unit & Bank Account Description**

10/1/2010	← Reporting Start Date	Account Beginning Balance	\$4,425.19
10/1/2010	2593-3	Cash Management	\$300.00
10/5/2010	2409-150	Accounts Payable	\$250.00
10/5/2010	2409-153	Accounts Payable	\$500.00
10/7/2010	2459-571	Accounts Payable	\$350.00
10/8/2010	2474-245	Accounts Payable	\$23.22
10/12/2010	2857-1	Deposits	\$9.06
10/12/2010	2857-3	Deposits	\$54.52
10/12/2010	2857-5	Deposits	\$966.10
10/12/2010	2857-7	Deposits	\$350.00
		<i>Account Subtotals</i>	\$1,679.68
			\$1,123.22
10/31/2010		Account Net Change	\$556.46
10/31/2010	← Reporting End Date	Account Ending Balance	\$4,981.65
10/1/2010		<i>Grand Total Beginning Balance</i>	\$4,634.38
10/31/2010		<i>Grand Total Net Change</i>	\$556.46
10/31/2010		<i>Grand Total Ending Balance</i>	\$5,190.84

**Totals for All Banks (Sum of bank balances)
Net Change = Deposits minus Expenses**

↑
**Total available money in
the bank(s) as of
Reporting End Date**

Cash Management = Unit transfers & Bank Entries Interest & fees.
Journal Entry = Adjustments & Corrections
Accounts Payable = Checks & Bank Drafts
Deposit = Deposits

Transaction (Bank) Report

A transaction report is like a checkbook register for each bank account.

Unless otherwise noted, reports are submitted to the President and Treasurer by the **20th of the month** following receipt of the chapter bank statement(s).

Account Beginning Balance: Available funds in the bank as of the report start date.

Account Ending Balance: Available funds in the bank as of the report end date.

$$\text{Beginning Balance} - \text{Checks (credits)} + \text{Deposits (debits)} = \text{Ending Balance}$$

Grand Totals: For Units with multiple bank accounts (checking, savings, CD, etc.), the sum of all those accounts together. The total available funds for the Unit, in all their banks, as of the report end date.

Instructions:

1. Treasurers should keep their own record log of bank balances and everything submitted to the PAC.
 - a. Recommendation: Keep a notebook of balances with copies of TPF1s.
2. When the Transaction (Bank) Report is received each month it should be treated like a bank statement. Treasurer should compare the Transaction (Bank) Report against their own record log.
3. Notify your PAC Associate if there are any discrepancies or missing items. *This should be done in a timely manner so the issue can be resolved before the next month's reporting.*
4. The PAC will work with you to research and correct the issue. Any adjustments or corrections cannot be back-dated; e.g. if the October report has a discrepancy, the correction must be dated for November. Treasurers must note corrections in their own record log.
5. It is the treasurer's responsibility to review the financials to ensure they are accurate and within budget.

**TelecomPioneers
Income Statement
Georgia Eastside 23**

**Year-to-Date
January 1st through
Month End Date**

Unit and Income/Expense Code Descriptions

Month Start/End Date

		10/1/2010 to 10/31/2010	Actual 1/1/2010 to 10/31/2010
Ordinary Income/Expense			
Income			
1124023-40025 GA-Eastside Council-Fundraising	From TPF1's – How transactions were allocated to Income and Expense accounts.	\$1,029.68	\$1,279.21
Totals for Account Code 40025:		\$1,029.68	\$1,279.21
1124023-40032 GA-Eastside Council-IC Projects/Programs	Used for budgeting. Shows how the unit is receiving and spending money.	\$300.00	\$300.00
Totals for Account Code 40032:		\$300.00	\$300.00
1124023-40035 GA-Eastside Council-IC Direct Mail Fundraising		\$0.00	\$825.80
Totals for Account Code 40035:		\$0.00	\$825.80
1124023-49003 GA-Eastside Council-Sales Fundraising - NonTax		\$350.00	\$350.00
Totals for Account Code 49003:	Column 1 – for the month Column 2 – for the year	\$350.00	\$350.00
1124023-49005 GA-Eastside Council-Sales Stores - Taxable		\$0.00	\$18.70
Totals for Account Code 49005:		\$0.00	\$18.70
Total Income		\$1,679.68	\$2,773.71
Expense			
1124023-60020 GA-Eastside Council-Recognition/Gifts		\$0.00	\$67.49
Totals for Account Code 60020:		\$0.00	\$67.49
1124023-60022 GA-Eastside Council-Meals		\$0.00	(\$7.89)
Totals for Account Code 60022:		\$0.00	(\$7.89)
1124023-60023 GA-Eastside Council-Lodging		\$0.00	\$533.62
Totals for Account Code 60023:		\$0.00	\$533.62
1124023-60066 GA-Eastside Council-Donation Special Causes		\$0.00	\$750.00
Totals for Account Code 60066:		\$0.00	\$750.00
1124023-60068 GA-Eastside Council-Government Fees/Licenses		\$0.00	\$42.61
Totals for Account Code 60068:		\$0.00	\$42.61
1124023-60070 GA-Eastside Council-Postage & Shipping		\$23.22	\$23.22
Totals for Account Code 60070:		\$23.22	\$23.22
1124023-60073 GA-Eastside Council-Special Events expenses		\$350.00	\$350.00
Totals for Account Code 60073:		\$350.00	\$350.00
1124023-60074 GA-Eastside Council-Supplies/Equipment		\$0.00	\$25.59
Totals for Account Code 60074:		\$0.00	\$25.59
Total Expense		(\$373.22)	(\$1,784.64)
Total Ordinary Income/Expense		\$1,306.46	\$989.07
NET SURPLUS/(DEFICIT)	Total "profits" or "losses" (income minus expense)	\$1,306.46	\$989.07

Thank you Georgia Eastside Council for allowing us to use these reports.

Income Statements

A budgeting tool that shows how money is being received and how money is being spent. An income statement should be used to facilitate planning and budgeting for activities and projects.

An income statement is NOT a report of bank accounts.

Instructions:

1. Treasurers should keep record of how TPF1's were allocated to income/expense account codes.
2. Treasurers should compare the Income Statement to their own record.
3. Any discrepancies or questions should be submitted to your PAC Associate.
4. The PAC will work with you to research and correct the issue. Any adjustments or corrections cannot be back-dated; e.g. if the October report has a discrepancy, the correction must be dated for November. Treasurers must note corrections in their own record log.
5. Treasurers should compare the Year-to-Date column of the Income Statement to their Budget Worksheet. The income statement should be used to ensure the Unit is following the approved budget. If expenses from the income statement have exceeded the budget, and amended budget is required.

The following is a list of some common entries that impact an Income Statement/budget, but may not impact the Transaction (Bank) Report:

Prepaid: A check is written for a future event; the check appears on the Transaction Report. The Expenses will not appear on the income statement until after the event has occurred.

Accruals: Funds are known or realized in the current month, but the physical money is in transit and is not in the bank yet. The "known" funds will show on the Income Statement, but the physical deposit or check will not appear until a future Transaction (Bank) Report when they physically affect the bank.

Store/Sales Inventory Adjustments: The value of inventory is offset against 55023-purchase for resale or 55045-cost of goods one time per year. As inventory does not affect a bank, this adjustment appears on the Income Statement only.

Project Material Donations: The value of materials (fabric, paint, canned food, and clothing) can be inventoried to be allocated towards the 65% requirement. The offsets are recorded under 40029-contributions or 60095-materials. As these are "value" adjustments they appear on the Income Statement, but will not appear on the Transaction (Bank) Report because there is no physical money involved.

Chapter: Georgia #124
Report Month: October 2010

Unknown Deposit Report

Deposit Date	Deposit Amount	Mem o
8/20/2010	\$12.00	Wells Fargo
9/2/2010	\$21.00	
10/26/2010	\$801.98	Counter deposit @ Wells Fargo
10/26/2010	\$667.50	Counter deposit @ Wells Fargo
10/26/2010	\$255.00	Counter deposit @ Wells Fargo
10/26/2010	\$155.00	Counter deposit @ Wells Fargo
Total	\$1,912.48	

Unknown Deposit Report

A listing of transactions that appeared on the bank statement, but a TPF1 was not received by the PAC. The PAC Associate cannot identify which unit the funds belong to.

Instructions:

1. If a deposit is missing from the Transaction (Bank) Report, it may be listed on the Unknown Deposit report.
2. If the funds belong to your Unit, submit the TPF1 to your PAC Associate.
3. The claim of the unknown deposit will appear as a correction on the next month reports.

Note: For any deposits that are not claimed after 90 days, the PAC will request that the funds be moved to the Chapter. After 90 days, if the funds are claimed at a later time then the council/club Treasurer will have to work with their chapter Treasurer to have the funds transferred.

Unit that has advance activity within the reporting period

Pioneer the advance was given to. An advance cannot be given to a non-Pioneer or 3rd party.

Georgia #124 Advance Report
Description of the activity the advance was needed for.

Chapter: Georgia #124
Reporting Month: October 2010

Unit	Check #	Payee	Issue Date	Memo	Event Date	Advance Amount	Receipts Received	Money Returned	Balance	Days Past Event
001 Chapter	1469	Havanah Bailey	10/26/2010	Food Supplies Military Vet Celeb	11/11/2010	\$ 500.00			\$ 500.00	-11
015 Albany Council	1424	Freda Dudley	10/5/2010	Food Booth	10/31/2010	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	0
035 Rome Council	1406	Jo Nell Moore	9/28/2010	Valley Fair Booth	10/9/2010	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -	Closed
042 Decatur Tucker Club	1378	Buddy Herndon	9/9/2010	Westbury Nursing Home	10/20/2010	\$ 400.00	\$ -	\$ -	\$ 400.00	11
1110-Advance Total									\$ 2,900.00	

Advances must be closed within 30 days of the event date. If there are any open advances for your unit that exceed 30 days past event then further advances will not be issued until the outstanding advances are closed.

Check Number
This needs to be referenced on the close advance TPF1

Date the advance was opened.
Rolling advances are not allowed.

The date of the activity the advance was needed for.
The TPF1 to close the advance must be submitted within 30 days of the event date.

Instructions:

1. It is the Treasurers responsibility to monitor each open advance for their unit, and ensure the advance is closed within 30 days of the event.
2. If any advance within the Unit is past due, further advances (to anyone in the Unit) will not be issued until the past due advance(s) is closed.
3. A TPF1 must be submitted along with purchase receipts and any money returned to close the advance.