



Pioneers Accounting Center

Chart of Accounts Glossary

For Pioneers Internal Use Only

Version 1

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REVISION HISTORY

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Revenue Accounts

Direct Mail Fundraising – 4000

Formerly: 40035

Revenue received from the direct mail campaign.

Royalties and Commissions – 4001

Formerly: 40001

Revenue earned from another entity for the use of the Pioneers name, brand, logo, or registered trademark.

Contributions – 4010

Formerly: 40029

Cash contributions received; may be for general use or the donor may request funds be assigned to a specific project, program, or cause.

Grants/Awards – 4070

Formerly: 40024

Grants or awards applied for at the local chapter/council/club level from other organizations or foundations.

Gains & Losses Realized – 4200

Formerly:

Assets are sold at a higher or lower market value than the original purchase price.

Dividend & Interest Earned – 4250

Formerly: 40015

Dividends and interest earned from savings, checking, money market, investment, and certificates of deposit.

Fundraising Revenue – 4500

Formerly: 40025

Revenue earned from an activity undertaken to generate revenue that does not occur on a regular basis and is not sales related.

Rental Revenue – 4560

Formerly: 40018

Revenue earned from rent, security deposits, booths, or equipment.

Membership Dues – 4400

Formerly: 40040

Revenue received from dues paid by regular members and partners. Life members do not currently pay dues.

Revenue Accounts

Registration – 4455

Formerly: 40019

Revenue received from registration fees to attend a Pioneers business meeting, conference, training session, fundraising event, or fellowship event.

Event Sponsor – 4462

Formerly: 40026

Revenue received from an affiliate or another organization to support a Pioneers fundraising event.

Taxable Sales – 4590

Formerly: 49002

Revenue earned from the sale of goods that **does not** occur on a regular basis, and sales tax must be collected. Each state has its own policies on which items are subject to sales tax. Refer to your state's department of revenue for tax exemptions in your area. A resale license is generally required.

Non-Taxable Sales – 4592

Formerly: 49003

Revenue earned from the sale of goods that **does not** occur on a regular basis, and sales tax is not required to be collected. Each state has its own policies on which items are subject to sales tax. Refer to your state's department of revenue for tax exemptions in your area. A resale license is generally required.

Store Taxable Sales – 4594

Formerly: 49005

Revenue earned from the **Pioneers Store** sale of goods that **does** occur on a regular basis, and sales tax must be collected. Each state has its own policies on which items are subject to sales tax. Refer to your state's department of revenue for tax exemptions in your area. A resale license is generally required.

Store Non-Taxable Sales – 4595

Formerly: 49004

Revenue earned from the **Pioneers Store** sale of goods that **does** occur on a regular basis, and sales tax is not required to be collected. Each state has its own policies on which items are subject to sales tax. Refer to your state's department of revenue for tax exemptions in your area. A resale license is generally required.

Shipping Revenue – 4596

Formerly: 49006

Revenue earned for shipping/freight to send purchased items to the customer.

Expense Accounts

Communications – 6130

Formerly: 60046

Expenses for communications bills and charges.

Website Development – 6325

Formerly: No Prior Account

Expenses for website development only. All website support expenses should be recorded to 6327-Website Support.

Website Support – 6327

Formerly: 60060

Expenses for online website support; including: hosting, maintenance, domain renewal.

Hardware Maintenance & Service Agreements – 6330

Formerly: No Prior Account

Expenses for hardware purchases, installations, and maintenance.

Software Maintenance & Service Agreements – 6335

Formerly: 60058

Expenses for software purchases, licenses, installations, and maintenance.

Chapter Insurance – 6340

Formerly: 60050

Expenses related to purchasing an insurance policy for various events.

Postage – 6375

Formerly: 60070

Expense for postage.

Office Supplies and Equipment – 6385

Formerly: 60074

General administrative operating items needed for Pioneers use to conduct business or an event.

Repair and Maintenance – 6390

Formerly: No Prior Account

Expenses to bring an asset back to an earlier condition or to keep an asset operating at its present condition.

Bank Charges and Fees – 6450

Formerly: 60062

Expense for bank charges and fees.

Expense Accounts

Professional and Consulting – 6480

Formerly: 60053

Expenses associated with hiring contract labor. A form 1099-Misc must be completed by the contractor.

Prof Org Membership – 6485

Formerly: No Prior Account

Vendor or professional organization membership and annual fees.

Government Fees and Licenses – 6490

Formerly: 60068

Government related fees for fundraising, sales, gaming, and other federal and state issued licenses.

Meeting Expenses – 6500

Formerly: No Prior Account

Blanket account for meeting expenses

Travel and Parking - 6600

Formerly: 60017

Transportations to attend Pioneers business meetings, conferences, training, and events; excluding mileage.

Meals – 6610

Formerly: 60022/40022

Expenses for food consumed by members for business and fellowship events. Income received from members for meals should be recorded to 6610. Expenses for food that is sold for fundraising should be recorded to 1945 – Inventory.

Lodging – 6615

Formerly: 6615

Expenses for overnight stays at business and fellowship events.

Mileage - 6620

Formerly: 60069

Expenses for mileage reimbursements up to .14 cents per mile. Must include the number of miles travelled and the rate at which it is being reimbursed. Anything over the IRS allowed rate of .14 cents per mile is taxable income to the payee and may be subject to 1099.

Expense Accounts

Mileage Subject to 1099 – 6625

Formerly: 60069

Expenses for mileage reimbursements over .14 cents per mile. This will be the difference from .14 cents per mile from the actual rate reimbursed at. Must include the number of miles travelled and the rate at which it is being reimbursed. Anything over the IRS allowed rate is taxable income.

Registration - 6630

Formerly: 60019

Expenses to attend a Pioneers business meeting, conference, training session, fundraising event, or fellowship event.

Audio/Visual - 6655

Formerly: 60063

Expense to purchase or rent televisions, projectors, microphones, amplifiers for use at Pioneers meetings, events, or projects.

Rentals - 6660

Formerly: 60018

Expenses for rent, security deposits, booths, equipment.

Recognition/Gifts - 6665

Formerly: 60020

Expenses to purchase gifts and memorabilia for members.

Entertainment - 6670

Formerly: 60028

Expenses for entertainment at a Pioneers meeting, event, or project.

Gaming Winnings – 6678

Formerly: 60097

Monetary and non-monetary winnings from gaming activities.

Purchased Prizes and Giveaways – 6679

Formerly: No Prior Account

Monetary and non-monetary Giveaways for all other activities, except gaming.

Publications and Printing - 6680

Formerly: 60037

Expenses for newsletters and other publications. Income received from newsletters should be recorded to this account to offset the expense.

Expense Accounts

Utilities – 6685

Formerly: 60098

Expenses for water, gas, and electric bills.

Sales Tax Penalty and Interest – 6693

Formerly: 60093

Penalties and interest incurred on sales tax filings.

Materials – 6700

Formerly: 60095

Items that are necessary to build, make, or create a product that is not for Pioneers Use.

Monetary Contribution – 6710

Formerly: 60066

Cash donations given by the Pioneers organization to other non-profit 501c3 organizations for their charitable projects and programs that support the Pioneers mission. Must meet the contribution requirements as outlined in Financial Practices. All cash donations must be paid directly from the Chapter's bank account and reimbursements for personal donations made by members is not allowed.

Non-Monetary Contributions – 6715

Formerly: No Prior Account

Non-monetary gifts in kind donated to the Pioneers to other 501c3 organizations. Materials that are purchased and donated should be recorded to Materials-6700.

Scholarships – 6750

Formerly: 60092

Pioneers award scholarships to individual students that must be payable to the educational institution where the student is attending. Pioneers must follow the scholarship application and criteria process as outlined in the Financial Practices.

Sales and Use Tax Expense – 6995

Formerly: 60111

Use Tax is collected for out of state purchases where the vendor did not collect sales tax.

Intercompany Transfer Accounts

TelecomPioneers is a 501(c)(3) non-profit corporation; tax identification number (TIN) 16-1634095. All Pioneers Units operate under TelecomPioneers.

Intercompany accounts are a set of numbers used for tracking internal transfers of funds/assets between Pioneers Units. For audit purposes, these intercompany sets must balance to \$0.00. For this reason the income and expense accounts are described together as a pair in this section. The expense is the unit the funds are coming from, the income is the unit the funds are going to.

Intercompany Revenue – 4820

Receiving account for intercompany transfers. 4820 and 6820 accounts must eliminate during general ledger reconciliation. Intercompany accounts aren't true revenue or expense.

Intercompany Expense – 6820

Outgoing account for intercompany transfers. 4820 and 6820 accounts must eliminate during general ledger reconciliation. Intercompany accounts aren't true revenue or expense.

Asset Accounts

Advances - 1920

Formerly: 14004

Cash advance for an activity to cover predicted costs. Pioneers must follow the Advance Requirements as outlined in Financial Practices.

Inventory - 1945

Formerly: 15003

Items purchased or received for resale for both Pioneers Stores and Units that are sold as a fundraiser. Pioneers must follow the Inventory Requirements as outlines in the Financial Practices.

Liability Accounts

Sales Tax Payable State 1 - 2030

Formerly: 22001

Sales tax payable to the state.

Sales Tax Payable State 2 - 2031

Formerly: 22001

Sales tax payable to the state.

Sales Tax Payable City 1 - 2034

Formerly: 22002

Sales tax payable to the city.

Sales Tax Payable City 2 - 2035

Formerly: 22002

Sales tax payable to the city.

Sales Tax Payable County 1 - 2036

Formerly: 22003

Sales tax payable to the county.

Use Tax Payable - 2039

Formerly: 22007

Use Tax payable to the state for out of state purchases where the vendor did not collect sales tax.

Acronyms

All acronyms pertaining to this project and their corresponding definitions are listed below.

Acronym	Description

1. GLOSSARY

Any terms specifically applicable to the project and requiring clarification are listed below.

Term	Definition