

PAC Tips

November/December 2009

Upcoming Events:

12/21/2009 - November Monthly Reports are due out to unit Presidents and Treasurers.

12/24 -25/2009 - Pioneers Headquarters office & Pioneer Accounting Centers are closed for the holiday.

12/31-1/1/10 - Pioneers Headquarters office & Pioneer Accounting Centers are closed for New Year's.

Reminders:

- The checks that are sent from the PAC are void after 90 days from the date the check was issued. Please be sure to cash your checks in a timely manner.
- Please contact your PAC Associate if corrections need to be made on transactions that occurred from January 2009 through Current.
- Please be sure to go over the Chapter Deadlines for Yearend included in this PAC Tips to be sure all corrections and updates have been submitted to the PAC.
- If the distribution list for your Chapter is changing please be sure and send an updated list to your PAC associate.
- The Budget Worksheet and the Inventory Worksheet have been updated and posted on the Pioneers website under PAC Forms: <http://www.pioneersvolunteer.org/membercenter/volunteerleadershipresources/finance/pioneersaccountingcenter/pacforms.aspx>

Chapter Deadlines for Yearend

12/15/2009: Open Advances Past 30 Days:

Please submit all paperwork to close any open advances for your unit that is more than 30 days past the event date.

12/15/2009: Unknown Deposits:

Please submit a TPF1 for any deposits listed on the monthly Unknown Deposit report. Any deposits not claimed by 12/15/09 will be transferred to Chapter.

12/20/2009: Return IRS W9's to Pioneer Accounting Center.

The PAC has requested an IRS form W9 for anyone who may be subject to a form 1099-Misc at year end. Per IRS requirements, 1099-MISC must be postmarked by January 31, 2010.

1/8/2010: Submit a completed 2009 inventory to the PAC.

Inventories must be completed for items to resale for Pioneer Stores and any items in storage for fundraising event sales.

1/8/2010: All reimbursements and deposits for 2009 must be postmarked, emailed, or faxed to the PAC. Items not postmarked, emailed or faxed by this date will be entered as 2010 transactions.

2/12/2010: The chapter will be notified of the dollar amount of the 2009 final fundraising distribution that will be accrued to 2009. We will not receive the physical distribution checks until the end of February.

If your chapter distributes the fundraising/royalty distribution to the councils and clubs, please use this dollar amount to complete a TPF1 to transfer to the councils/clubs immediately.

2/19/2010: Final 2009 (December) Reports will be distributed. Please submit any corrections/updates to your PAC Associate immediately.

3/1/2010: 2009 4th Quarter 65/35% Projects/Fundraising reports will be distributed.

3/1/2010: 2010 Budgets for Chapters/Councils/Clubs is due to the PAC.

For AT&T chapters: Per the AT&T Region, all 2010 transactions will be put on hold until a budget is received.

New Accounting Software

At the September 2009 Board of Directors meeting new accounting software was approved to be purchased for the Pioneers. During the audits in the past three years it has been determined that QuickBooks was not able to consolidate the Pioneer organization as efficiently as required for a 501(c)3 organization. The new accounting software is Blackbaud Financial Edge which is a not-for-profit financial package.

Conversion to the Blackbaud accounting software began November 2, 2009 and we anticipate a "go-live" date of May 1, 2010. The account structure will be changing but we will keep as many of our current structures (account numbers) as possible. The report layout will be different. The Denver PAC will be offering 2 trainings at the annual meeting (Wednesday, February 24th and Sunday, February 28th) as well as multiple WebEx training opportunities throughout the coming months. All training classes will be communicated in the PAC Tips as our "go-live" date gets closer.

We are expecting efficiency and cost savings with our new accounting system along with more timely reporting and data analysis. One cost savings that we have already identified for the chapters, councils, and clubs is to eliminate the cost of check stock.

Although change is not always the easiest thing, we believe that our new accounting system is much needed to take us into the next centennial.

Percentage Reports

Our financial standards require that Pioneers spend at least 65% of our total expenses on project, program, and charitable activities and that Pioneers spend no more than 35% of income received on fundraising expenses. As we near the end of the year, the Chapters/Councils/Clubs finances need to be monitored closely.

Please be sure to review your monthly reports for accuracy as well as input the data into the percentage report to see how your Chapter/Council/Club is doing on making the percentage reports. A lot of projects take place in December. Please make sure to get your vouchers mailed, emailed, or faxed to the PAC as quickly as possible to get them processed before yearend.



To: All Managers, Chapters, Councils, and Clubs
From: Pioneer Accounting Center
CC: Debi Althoff, George Job, Ken Weiland, Diane Nelson, Cathy Ann Dow
Date: 10/12/2009
Re: 1099 Reminder

A notice was sent last January and also published in the January 2009 PAC Tips regarding an update to the Mileage Reimbursement Rate. Since our pioneers are volunteers and not employees they are only allowed to deduct mileage on their personal income tax at the charitable rate of \$00.14. Any reimbursement paid to a pioneer over the .14 rate is considered taxable income to them and must be reported on a 1099 if over \$600.00.

Example:

Pioneer reimbursed 2000 miles @ .505 \$1,010.00 (*chapter approved rate*)

Pioneer reimbursed 2000 miles @ .14 \$ 280.00 (*IRS allowed rate*)

Taxable Income to Pioneer \$ 730.00 (*\$1,010 - \$280*)

The decision on what rate is used to reimburse the pioneers has always remained at the Chapter level.

For mileage reimbursements over the charitable rate, the PAC will begin requesting W9's for the affected individuals this November. If you receive a notice from your PAC Associate please work to provide the required information promptly so that you may receive your 1099 in a timely manner. The IRS requires 1099's be postmarked by January 31st of the tax season.

The Unit is also responsible for collecting W9's from prize winners when the value of the prize is \$600 or more.

Please submit completed W9's to your PAC Associate.



New Officer Training Classes

If you are a New Officer and are interested in taking a class, please log on to telecompioneers.webex.com to register for a training class.

New Officer Training: 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.

Training for the new accounting software will be announced at a later date.

Class Information	Dates	Time (Pacific)	Time (Mountain)	Time (Central)	Time (Eastern)
New Treasurer Training Please logon to: Telecompioneers.webex.com Liz Sparks lsparks@telecompioneers.org 1-888-477-3158	12/15/2009	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00
	12/17/2009	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00
	01/07/2010	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00
	01/12/2010	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00
	01/26/2010	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00
	01/29/2010	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00