

Upcoming Events:

10/20/2009 - September Monthly Reports are due out to unit Presidents and Treasurers.

11/3/2009 - 3rd quarter 65/35% Percentage Reports are due out to Chapter Presidents and Chapter Treasurers.

Percentage Reports:

Reports will be delivered to the Chapter President and Treasurer by 11/3/2009. It is the responsibility of the Chapter President and Treasurer to communicate the information provided in the percentage report with the councils and clubs within the chapter.

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.

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 31st of the tax year.

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 to the PAC. Items not postmarked 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 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.



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.





To: All Managers, Chapters, Councils, and Clubs
From: Pioneer Accounting Center
CC: Debi Althoff, George Job, Ken Weiland, Diane Nelson, Cathy Ann Dow
Date: 10/12/09
Re: Donations

Pioneers should not make donations on behalf of the Pioneers Organization from cash or personal checks. Donations from Pioneers to other not for profit organizations must be submitted on the TPF1, and processed through the Pioneer Accounting Center. The Pioneers organization is not allowed to make donations directly to individuals; unless the procedures outlined in the Pioneer Hardship Grant policy are followed.

Pioneers who make donations from cash or personal checks will not be reimbursed for the donation expense effective 1/1/2010.

As stated in our Financial Procedures, the IRS allows individuals to claim donations on their personal income taxes. As cash and personal checks cannot be validated as funds from our organization, and there are no receipts to verify the expense there are financial risks associated.

“Double Dipping” is when an individual is reimbursed for an expense, and also claim the expense as a tax deduction on their personal income taxes. If a Pioneer makes a donation with a personal check or cash, the other organization may issue the individual a “receipt for charitable contribution;” which is tax deductible. If the Pioneer is then reimbursed for this donation by their Pioneer Unit, and were to claim it on their personal income taxes this would be considered “double dipping.” Double dipping could lead to IRS penalties for the individual and the Pioneers organization.

Please Note: This policy does not include non-cash donations or project expenses; such as clothing and food drives, etc. Project expenses will be reimbursed as usual if a complaint TPF1 is submitted with the appropriate documentation for the expense.





To: All Chapters, Councils, and Clubs
 From: Pioneer Accounting Center
 CC:
 Date: 9/2/09
 Re: New Treasurer Training Schedule

All,

Included in this memo is the New Treasurer Training Schedule which will begin in November 2009. These training classes are for New Officers only.

For existing Officers, the training schedule will be released at a later date. The "New Treasurer Training" classes will occur once a week starting in November. Please see the schedule below as well as the description of the class. If you are a New Treasurer and are interested in taking a class, please log on to telecompioneers.webex.com to register for a training class.

New Treasurer 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.

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	11/04/2009	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00
	11/13/2009	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00
	11/18/2009	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00
	11/30/2009	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00



Questions for the PAC

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Please mail your questions for the PAC to:
Pioneer Accounting Center
Attn: PAC Tips
930 15th St., 12th Floor
Denver, CO 80202

The answers to the above questions will be answered in the future editions of PAC Tips.

Submitted by (optional):

Name:	
Chapter Name:	
Telephone Number:	