

# PAC Tips

December 2008

There are 3 kinds of CPA's in this world:  
Those who can count and those who can't  
-Submitted by Kat Richard...at least it's better than last month's.



## Reminders!

Please contact your PAC associate if you have not received your 2009 forms package. These forms will be implemented January 1, 2009.

**12/15/2008** – TPF1 forms must be received by the PAC to be processed within 48 hour turnaround. We cannot guarantee turnaround times for anything received between 12/15/08-1/5/2008. Any vouchers postmarked by 12/31/08 will be posted as 2008 transactions.

**12/15/2008** – Open advances more than 30 days past the event date must be closed. *12/30/2008 – The PAC will write-off all open advances for prior years (2006-2007).*

**12/24-12/26/08** – TelecomPioneers Headquarters office & Pioneer Accounting Centers are closed for Christmas.

**12/30/2008** – PAC will move all unclaimed unknown deposits to the Chapter level.

**12/31-1/1/09** – TelecomPioneers Headquarters office & Pioneer Accounting Centers are closed for New Year's.

**01/07/2009** – Inventory of items purchased for resale are due to the PAC.

**02/02/2009** – Updated chapter directories, report distribution lists, and authorized approvers given to the PAC.

**02/15/2009** – 2009 approved Budget Worksheets should be mailed to the PAC to ensure they arrive prior to the 20<sup>th</sup> for monthly reporting.

## TP22 – Receipt for Charitable Contributions

An individual donor may claim a tax deduction for their contributions. Pioneers must provide the donor with a TP22 receipt for their donation if requested by the donor.

If the donation is \$250.00 or more, a copy of the TP22 receipt must be submitted to the PAC.

### Q & A

**Q:** Who is responsible for providing a receipt for charitable contribution if the Pioneers are collecting donations on behalf of one or more organizations?

**A1:** If the collection is for one organization (example: The Heart Association) it is the other organization that is responsible for issuing a receipt for charitable contributions to the donors. A list of donors may need to be provided to the other organization by the Pioneers if the Pioneers are overseeing the collection process.

**A2:** If the collection is going to many organizations or Pioneer projects (example: school supplies for several schools) it would be the Pioneers that are responsible for providing the TP22 Receipt for Charitable Contributions to the donors.



### Warning:

Pioneers **should not** make donations on behalf of their unit via personal check or credit card. A **Pioneer Unit cannot** reimburse pioneers for donations made on personal checks/credit cards. All donations from the Pioneer Units must be issued through the organization by the Pioneer Accounting Center.

If a Pioneer Unit is providing reimbursement for projects and programs, such as the purchase of school supplies that the unit is donating, a TP22 **cannot** be given to the individual pioneer because they are being reimbursed for their purchase; therefore it cannot be claimed as a donation on income taxes.

## Chapter Training Updates:

### Document Retention Policy

There has been a recent update, required by the audit, to the information provided in the November/December training sessions regarding the Document Retention Policy and the electronic signature information outlined in the November issue of the PAC Tips.

**Update:** If a Pioneer Unit elects to send vouchers and supporting documentation to the Denver PAC via fax or email, they will not need to mail the originals as long as the Pioneer Unit retains the originals in their own files for the document retention period of 7 years.

If a Pioneer Unit is not able to retain original documentation for 7 years then they will need to mail the original copies of the vouchers to the Denver PAC.

From the November PAC Tips:

You may email or fax vouchers and supporting documentation to Denver, and not need to follow-up with the original copy as long as all of the following apply:

- ⇒ The TPF1 is signed by one of the following methods:
  - Signed hardcopy is scanned.
  - Electronic Signature is inserted.
  - Approval email.
- ⇒ The supporting documentation (receipts, invoices, bills, etc.) are scanned and included.
- ⇒ The documents sent electronically are legible and clear.
- ⇒ **The Pioneer Unit retains the original copies for 7 years.**

### Cash Handling Policy

Funds given or received at an event must be collected, counted, and documented by two pioneers, one officer if possible. The Event Activity Sheet is now an optional form that may be used to do this. If

a unit elects to not use the Event Activity sheet, the count must still be documented and signed by two pioneers. This documentation must be submitted with the TPF1 for the deposits or expenses.

Any of the following forms may be used to document the counting of the funds and must be signed by the two pioneers who did the count:

- ⇒ Event Activity Sheet
- ⇒ TPF1
- ⇒ Any form created by the unit for this purpose

Deposits must be completed or postmarked to the appropriate party within 5 business days of the event.

## PAC Training Sessions:

In order to make preparations for the trainings at the Annual Meeting there will be **no sessions in the month of February.**

Training will resume in March. The March schedule will be distributed by 2/20/2009.



## January 2009 Training Schedule

The Pioneer Accounting Center (PAC) is offering WebEx (Internet) training sessions. Phone and internet access are required to participate in the training sessions. Each session has a limited number of participants that may attend; please sign-up as soon as possible to obtain your preferred session.

Registration will close at 1:00pm the day prior to the session, or as the class is filled. Late registration will not be permitted. Scheduling is handled in the order in which the request is received. Wait-listing for a session is unavailable.

Please contact the session's instructor for scheduling between the hours of **9:00am – 5:00 pm (Mountain) Mon – Fri**. Course materials will be distributed within 2 weeks of your scheduled time via email.

### Class Descriptions

**General:** 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. This class is recommended for anyone who handles funds or submits vouchers to the PAC.

**Sales:** This class covers the policies & procedures for items purchased for resale and the income received from those sales. These sales include both items sold for fundraising and Pioneer Stores. This class is recommended for anyone who purchases/sells items at fundraising events or participates in Pioneer Store activities.

**Financial Policies & Procedures:** This class covers the requirements for maintaining the Pioneers 501(c)(3) status. It includes budgeting and reporting requirements. New policies will be added to the course as they are implemented. This class is recommended for anyone responsible for planning and overseeing their respective Pioneer Unit's financial activities.

## Class Objectives

### General Training:

1. Voucher compliance (expenses, deposits, advances, transfers)
2. Review of the Chart of Accounts
3. Monthly Reports
4. PAC Turnaround Times
5. Document Retention Policy

### Sales Training:

1. Inventory of stocked items
2. Fundraising Events
3. Pioneer Stores
4. Sales Tax

### Financial Policy & Procedure Training:

1. 2009 65% P&P 35% Fundraising (Calculation & Reports)
2. Meeting Expense Calculation
3. Budgets
4. Cash/Check Handling Policy
5. *New Policies will be added as they are released.*

**Note:** Due to the high volume of trainees, each instructor is handling their own scheduling. You will need to contact each instructor individually to sign-up for multiple classes.

## January Class Schedule (The times have been listed per Time Zone):

Please select the session date and time listed for the time zone of your area.

<b>Class Information</b>	<b>Dates</b>	<b>Time (Pacific)</b>	<b>Time (Mountain)</b>	<b>Time (Central)</b>	<b>Time (Eastern)</b>
<b>General Training (Mornings)</b>  <b>Please Contact:</b> Liz Sparks <a href="mailto:lsparks@telecompioneers.org">lsparks@telecompioneers.org</a>  1-888-477-3158	01/06/2009	<i>Full</i>	<i>Full</i>	<i>Full</i>	<i>Full</i>
	<b>01/08/2009</b>	08:00 – 10:00	09:00 – 11:00	10:00 -12:00	11:00 -01:00
	<b>01/13/2009</b>	08:00 – 10:00	09:00 – 11:00	10:00 -12:00	11:00 -01:00
	<b>01/15/2009</b>	08:00 – 10:00	09:00 – 11:00	10:00 -12:00	11:00 -01:00
	<b>01/22/2009</b>	08:00 – 10:00	09:00 – 11:00	10:00 -12:00	11:00 -01:00
	<b>01/27/2009</b>	08:00 – 10:00	09:00 – 11:00	10:00 -12:00	11:00 -01:00
<b>General Training (Afternoons)</b>  <b>Please Contact:</b> Sara Huffman <a href="mailto:shuffman@telecompioneers.org">shuffman@telecompioneers.org</a>  1-888-929-0434	<b>01/07/2009</b>	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00
	<b>01/14/2009</b>	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00
	<b>01/21/2009</b>	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00
	<b>01/28/2009</b>	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00
<b>Policy &amp; Procedure Training</b>  <b>Please Contact:</b> Sara Huffman <a href="mailto:shuffman@telecompioneers.org">shuffman@telecompioneers.org</a>  1-888-929-0434	01/06/2009	<i>Full</i>	<i>Full</i>	<i>Full</i>	<i>Full</i>
	<b>01/09/2009</b>	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00
	<b>01/13/2009</b>	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00
	<b>01/16/2009</b>	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00
	<b>01/23/2009</b>	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00
	<b>01/29/2009</b>	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00
<b>Sales Training</b>  <b>Please Contact:</b> Tammy Ewing <a href="mailto:tewing@telecompioneers.org">tewing@telecompioneers.org</a>  1-888-531-9776	<b>01/08/2009</b>	09:00 – 10:00	10:00 – 11:00	11:00-12:00	12:00 – 01:00
	<b>01/09/2009</b>	09:00 – 10:00	10:00 – 11:00	11:00-12:00	12:00 – 01:00
	<b>01/15/2009</b>	09:00 – 10:00	10:00 – 11:00	11:00-12:00	12:00 – 01:00
	<b>01/16/2009</b>	09:00 – 10:00	10:00 – 11:00	11:00-12:00	12:00 – 01:00
	<b>01/22/2009</b>	09:00 – 10:00	10:00 – 11:00	11:00-12:00	12:00 – 01:00
	<b>01/23/2009</b>	09:00 – 10:00	10:00 – 11:00	11:00-12:00	12:00 – 01:00
	<b>01/29/2009</b>	09:00 – 10:00	10:00 – 11:00	11:00-12:00	12:00 – 01:00

