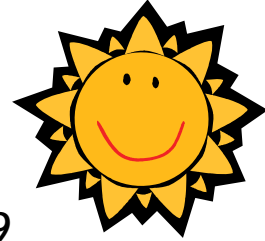


# PAC Tips

May 2009



How many auditors does it take to change a light bulb?  
Depends, how many did it take last year?

-Submitted by Kat Richard

## Chapter Deadlines:

Please submit updated directories to your PAC finance associate if you have not already done so.

Please submit approved budgets to your PAC finance associate if you have not already done so; these were due on 2/15/2009.

## Upcoming Events

**05/20/2009** - April Monthly Report due out to unit Presidents and Treasurers.

**05/25/2009** - The PAC will be closed Monday May 25<sup>th</sup> 2009 for Memorial Day.

## It Moved!!!

The link for PAC forms has moved to:

[https://www.pioneersvolunteer.org/finance\\_accounting/pac.aspx](https://www.pioneersvolunteer.org/finance_accounting/pac.aspx)

## Training Classes

Training Classes have been closed over the summer months to reformat training. We are reformatting all training classes based on the comments and survey results from all of our participants.

Training Classes will be back up and running later on this fall.

If you have any questions related to information provided in any of the training classes; please feel free to contact your PAC Finance Associate, or the specified training instructor.

[Debi Althoff: 1-866-298-4543](tel:1-866-298-4543)

[Jan Corich: 1-888-684-9988](tel:1-888-684-9988)

[Tammy Ewing: 1-888-531-9776](tel:1-888-531-9776)

[Sara Huffman: 1-888-929-0434](tel:1-888-929-0434)

[Sarah Powell: 1-866-464-3562](tel:1-866-464-3562)

[Kat Richard: 1-866-920-1999](tel:1-866-920-1999)

[Liz Sparks: 1-888-477-3158](tel:1-888-477-3158)



## Voucher Compliance

Beginning October 1st 2009, the Denver PAC will be declining and sending back non-compliant vouchers that are submitted to the PAC. There will be notices going out throughout the summer months to notify all pioneers.

Between now and October 1<sup>st</sup> 2009 - the PAC will be notifying either the submitter of the voucher or the approver of the voucher to explain any potential non-compliance issues.

Please call your PAC Finance Associate if you have any questions or concerns about voucher compliance.

## Audit Pamphlet

We have begun our 2008 Financial audit and it has been requested that information be distributed with basic knowledge of what is needed for audit as well as why it is needed. Information pertaining to the 2008 Financial Audit will be going out as a pamphlet by the end of May. The pamphlet will include the Frequently Asked Questions pertaining to the Audit.

## Voucher Update

It had been requested that an additional page be added to the TPF1 Voucher form, due to more space being needed in the Income and Expense sections for additional items.

The new TPF1 Add-On form has been created; and can be found at the following website:

[https://www.pioneersvolunteer.org/finance\\_accounting/pac.aspx](https://www.pioneersvolunteer.org/finance_accounting/pac.aspx).

This form can also be emailed or mailed to you; please contact your PAC Finance Associate for this request.

When using this form please attach the additional page to the original TPF1 voucher form to ensure all income and expenses are coded and processed correctly.



## PAC Turnaround Times



- **Vouchers:** We have a 48 hour turnaround on all vouchers; to process, have signed and delivered back to the mail room.
  - If the voucher is missing approvals or back-up documentation than this process may take longer than 48 hours.
  - The PAC has a check writing limit of \$5000.00; when an expense voucher is greater than or equal to \$5000.00 the PAC must obtain approval from the Regional Manager. This process may take longer than 48 hours.
    - All disbursements are mailed via US Mail - if not requested other wise. The US Mail can take anywhere from 5 to 10 business days to get to its destination.
    - Disbursements may be sent via UPS if requested by unit. All fees associated with sending UPS are the responsibility of the requesting unit.
  
- **Monthly Reports:** Our deadline is the 20th of the month following the bank statement. For example: We have until May 20th before April Reports are due. This deadline was established due to the time it takes for the bank statements to arrive here at the PAC, as well as, time to reconcile, build, and send the reports.
  - Many online statements are not provided by the bank until the end of the first week of each month. Paper statements arrive at various times throughout the month.
  - Monthly Reports are delayed when a bank statement does not arrive at the PAC. We need all bank statements sent to the PAC every month to ensure that reports are distributed on time.
    - To prevent delays, please ensure your statements are mailed directly to: 930 15<sup>th</sup> St., 12<sup>th</sup> Floor, Denver, CO 80202. You may need to put in a change of address with the bank if the PAC Manager is not yet added as a signer to your local accounts.
  
- **Percentage Reports:** We have until one month following the quarter end. For Example: 2nd quarter percentage reports are due out by August 1st or following business day.
  - These reports are sent out two weeks following when monthly reports were distributed to ensure that all corrections were made if there were discrepancies.

## Do's and Don'ts

### Do

- Include Chapter Name, Unit Name and Number on all Vouchers.
- Have the necessary approvals for all Vouchers.
- Attach all supporting receipts, invoices, bills or deposit receipts to the Voucher.
- Send Checks and Money Orders when depositing into the Pioneer Banking Center.
- Include all documentation for close advances including receipts as well as a deposit receipt or check if money needs to be returned.
- Tape receipts to a separate piece of paper, when sending in vouchers.
- Complete a separate voucher for each deposit receipt.
- Call your Treasurer or PAC Finance Associate if you have questions or concerns.

### Don't

- Include expense vouchers in the Business Reply Envelopes.
- Send in vouchers when all of the documentation is not provided or included.
- Send Cash or Coin to the PAC; the Pioneer Banking Center can not process cash.
- Staple, Tape or Fold Checks that are being mailed to the PAC to be deposited.

Be sure to check your local laws before holding a Raffle (50/50), Lottery, or Drawing to ensure the legality of Raffles, Lotteries, and Drawings in your area. Make sure that appropriate licensing and documentation has been submitted and approved by your state if required.

Please call 1-800-872-5995 for questions on gambling or fundraising licensing information.