

# PAC Tips

September 2009



## Upcoming Events:

09/21/2009 - August Monthly Reports are due out to unit Presidents and Treasurers.

## Reminder:

Beginning October 1st 2009, the Denver PAC will be declining and sending back non-compliant vouchers that are submitted to the PAC. A [Voucher Correction Form](#) will be mailed or emailed back to the Pioneer from your PAC Associate if a non-compliant voucher was submitted to the PAC as of October 1st 2009.



### Voucher Correction Form

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The TPF1 voucher received on [Oct 1, 2009](#) was non-compliant or incomplete for one or more of the follow reasons:

Missing documentation: Receipts, Invoices or Bills	<input type="checkbox"/>
Missing documentation: Deposit Slip or Checks	<input type="checkbox"/>
Missing Approval:	<input type="checkbox"/>
Missing Payee Information:	<input type="checkbox"/>
Missing Account Code:	<input type="checkbox"/>
Missing Chapter/Unit Name/Unit Number:	<input type="checkbox"/>
Payee has approved own expense:	<input type="checkbox"/>
Other:	<input type="checkbox"/>

## Reminder:

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.





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](http://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)
<b>New Treasurer Training</b>  Please logon to: <a href="http://Telecompioneers.webex.com">Telecompioneers.webex.com</a> Liz Sparks <a href="mailto:lsparks@telecompioneers.org">lsparks@telecompioneers.org</a>  1-888-477-3158	<b>11/04/2009</b>	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00
	<b>11/13/2009</b>	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00
	<b>11/18/2009</b>	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00
	<b>11/30/2009</b>	12:00 – 02:00	01:00 – 03:00	02:00 – 04:00	03:00 – 05:00

## PAC Forms have moved



The current link for PAC forms has changed to:

<http://www.pioneersvolunteer.org/membercenter/volunteerleadershipresources/finance/pioneersaccountingcenter/pacforms.aspx>

The current link for most PAC Tips is:

<http://www.pioneersvolunteer.org/membercenter/volunteerleadershipresources/finance/pioneersaccountingcenter/pactips.aspx>

## Fun Fact

When using the Meeting Expense Calculation on vouchers, be sure and include a copy of the agenda or meeting minutes from the meeting with the voucher.

When splitting the expenses from a meeting into multiple account codes, please calculate the dollar amount for each account code as well as listing the percentage.

### Correct Coding:

Section 3		Expenses (Sections 1, 3, & 6)	
Expense Date	Account Code	Description	Amount
9/1/09	6024	Unit Meeting at Diamond Café - 75%	\$ 300.00
9/1/09	6053	Unit Meeting at Diamond Café - 25% Hug A Bear Proj.	\$ 100.00
		Meeting Minutes Included	\$
			\$
			\$
NOTE: To calculate the total, right click the green box and select "Update Field"			<b>Total</b> \$ 400.00

### Incorrect Coding:

Section 3		Expenses (Sections 1, 3, & 6)	
Expense Date	Account Code	Description	Amount
9/1/09	6024	Unit Meeting at Diamond Café - 75%	\$ 400.00
9/1/09	6053	Unit Meeting at Diamond Café - 25% Hug A Bear Proj.	\$
			\$
			\$
			\$
NOTE: To calculate the total, right click the green box and select "Update Field"			<b>Total</b> \$ 400.00

Please be as detailed as possible when filling out the description on the TPF1 form.