



Pioneers Accounting Center
Chart of Accounts Glossary

Version 2
For use with TPF1 voucher form
dated 10/16/2019

REVISION HISTORY

Date	Version Number	Description	Author
3/3/2016	1	Creation of Document	Ryan Rainey
02/28/2020	2	Revised & Reorganized	Jan Corich

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Asset Accounts

1920 - Advances

Formerly: 14004

Cash advance for an activity to cover predicted costs. Pioneers must follow the Advance Requirements as outlined in Financial Practices.

1940 - Prepaid Expenses

Formerly: 15002

Used when 1) paying an expense for a future year, 2) expenses will be divided between different project IDs, but those percentages have not been determined yet; and 3) (used rarely, at PAC discretion) an invoice or receipt is not available; the invoice or receipt would need to be sent to the PAC when it is available, so that this expense can be re-coded to the proper account code.

1945 - Inventory

Formerly: 15003

Items purchased or received for resale, for both Pioneers Stores and Units, which are sold as a fundraiser. Pioneers must follow the Inventory Requirements as outlined in the Financial Practices.

1950 - Non-Cash Donation Asset

Formerly: 15006

Asset category for the value of items donated to the Pioneers, who will in turn donate those items to a school, food pantry, etc. (in-kind donations). Mostly used with account codes 4013 and 6715. There may be times when a large amount of items are collected, and then donated out over a period of time, such as fabric and stuffing for Hug-a-Bears. The value of the items would reside in this asset code until they are given to another organization.

1955 - Revenue Accrual

Formerly: 15008

Used when a deposit crosses years, such as checks received in December which were not deposited until early January because they were in the mail at the end of December.

Liability Accounts

2030 - Sales Tax Payable State 1

Formerly: 22001

Sales tax payable to the state.

2031 - Sales Tax Payable State 2

Formerly: 22001

Sales tax payable to the state.

2034 - Sales Tax Payable City 1

Formerly: 22002

Sales tax payable to the city.

2035 - Sales Tax Payable City 2

Formerly: 22002

Sales tax payable to the city.

2036 - Sales Tax Payable County

Formerly: 22003

Sales tax payable to the county.

2039 - Use Tax Payable

Formerly: 22007

Use Tax payable to the state for out-of-state purchases where the vendor did not collect sales tax.

2060 - Unearned Income

Formerly: 23005

NOT CURRENTLY USED; if you see this on your Balance Sheet, please contact your PAC Associate. (In prior years, it was used for Dodds & TPCF Grants.)

2070 - Answering the Call (ATC) Grant

Formerly: NEW

Where ATC Grant funds reside until they are used. It is a liability code because if the funds are not used before the deadline set, they may need to be returned to HQ.

2075 - TelecomPioneers Charitable Fund (TPCF) Grant

Formerly: NEW

Where TPCF Grant funds reside until they are used. It is a liability code because if the funds are not used before the deadline set, they will need to be returned to HQ.

2950 - InterCompany A/R & A/P (HQ)

Formerly: 14005 & 20005

Not commonly used; you may see this on your report if a transfer is being made which crosses years. If you see this on your Balance Sheet, please contact your PAC Associate.

Revenue Accounts

4000 - Direct Mail Fundraising

Formerly: 40035

Revenue received from the direct mail campaign.

4001 - Royalties and Commissions

Formerly: 40001

Revenue earned from another entity for the use of the Pioneers name, brand, logo, or registered trademark. It is also used when a true Pioneers product is being sold by another entity, such as a cookbook publisher selling certain Pioneers cookbooks.

4010 - Contributions

Formerly: 40029

Cash contributions received; may be for general use or the donor may request that the funds be assigned to a specific project, program, or cause.

4013 - Non-Cash Donation (use with 6715 & 1950)

Formerly: NEW

To record the value of in-kind donations as revenue when the items are received or collected.

Non-monetary gifts in kind donated to or collected by the Pioneers to then donate to other not-for-profit organizations. No one has been reimbursed for the items, and they were not purchased with Pioneers funds.

4070 - Grants/Awards

Formerly: 40024

Grants or awards applied for at the local chapter/council/club level from other organizations or foundations.

4200 - Gains & Losses Realized

Formerly: 40010

FOR PAC & HQ USE ONLY. Assets are sold at a higher or lower market value than the original purchase price.

4250 - Dividend & Interest Earned

Formerly: 40015

Dividends and interest earned from savings, checking, money market, investment, and certificate of deposit accounts.

4400 - Membership Dues

Formerly: 40040

Revenue received from dues paid by regular members and partners. Life members do not currently pay dues.

Revenue Accounts

4455 - Registration

Formerly: 40019

Revenue received from registration fees to attend a Pioneers business meeting, conference, training session, fundraising event, or fellowship event.

4462 - Event Sponsor

Formerly: 40026

Revenue received from an affiliate or another organization to support a Pioneers event.

4500 - Fundraising Revenue

Formerly: 40025

Revenue earned from an activity undertaken to generate revenue that does not occur on a regular basis and is not sales related.

4560 - Rental Revenue

Formerly: 40018

Revenue earned from rent, security deposits, booths, or equipment.

4590 - Taxable Sales

Formerly: 49002

Revenue earned from the sale of goods that **does not** occur on a regular basis or in a Pioneers store location, and sales tax must be collected. Each state has its own policies on which items are subject to sales tax. Refer to your state's department of revenue or ask your PAC Associate for tax exemptions in your area. A resale license is generally required.

4592 - Non-Taxable Sales

Formerly: 49003

Revenue earned from the sale of goods that **does not** occur on a regular basis or in a Pioneers store location, and sales tax is not required to be collected. Each state has its own policies on which items are subject to sales tax. Refer to your state's department of revenue or ask your PAC Associate for tax exemptions in your area. A resale license is generally required.

4594 - Store Taxable Sales

Formerly: 49005

Revenue earned from the **Pioneers Store** sale of goods that **does** occur on a regular basis, and sales tax must be collected. Each state has its own policies on which items are subject to sales tax. Refer to your state's department of revenue or ask your PAC Associate for tax exemptions in your area. A resale license is generally required.

Revenue Accounts

4595 - Store Non-Taxable Sales

Formerly: 49004

Revenue earned from the **Pioneers Store** sale of goods that **does** occur on a regular basis, and sales tax is not required to be collected. Each state has its own policies on which items are subject to sales tax. Refer to your state's department of revenue or ask your PAC Associate for tax exemptions in your area. A resale license is generally required.

4596 - Shipping Revenue

Formerly: 49006

Revenue earned for shipping/freight to send purchased items to the customer.

4820 - InterCompany Revenue (use with 6820)

Formerly: 40033

See page 13 – Note on InterCompany Transfer Accounts.

4860 - InterCompany Taxable Sales (use with 6880)

Formerly: 49011

~~DO NOT USE. Seldom used. Sales of merchandise from one unit to another which are taxable to the unit selling the items.~~

4865 - InterCompany Non-Taxable Sales (use with 6880)

Formerly: 49010

Seldom used. Sales of merchandise from one unit to another which are not taxable to the unit selling the items.

4999 - Miscellaneous Income

Formerly: 40039

FOR PAC USE ONLY. Used to record and claim unknown deposits only.

Expense Accounts

5500 - Cost of Goods Sold

Formerly: 55045

Merchandise for resale is entered into 1945-Inventory when it is purchased and it is not expensed until it is actually sold. Since profit margins will vary, the standard formula for calculating this is 80% expense/20% profit. When processing a deposit voucher involving a sale, your PAC Associate will make an extra entry to reduce 1945-Inventory by 80% of the sale, while expensing that same amount to 5500-Cost of Goods Sold (COGS). When the inventory worksheet is sent to your PAC Associate at the end of the year, an entry will be made to adjust for any different profit margins on sales throughout the year.

5800 - Inventory Shipping & Miscellaneous

Formerly: 55006

Used for shipping when items are purchased for resale/inventory.

6130 - Communications

Formerly: 60046

Expenses for communications bills and charges.

6325 - Website Development

Formerly: NEW

Expenses for website development only. All website support expenses should be recorded to 6327-Website Support.

6327 - Website Support

Formerly: 60060

Expenses for online website support, including hosting, maintenance and domain renewal.

6330 - Hardware Maintenance & Service Agreements

Formerly: NEW

Expenses for hardware purchases, installations and maintenance.

6335 - Software Maintenance & Service Agreements

Formerly: 60058

Expenses for software purchases, licenses, installations and maintenance.

6340 - Chapter Insurance

Formerly: 60050

Expenses related to purchasing an insurance policy for various events.

6375 - Postage

Formerly: 60070

Expense for postage.

Expense Accounts

6385 - Office Supplies and Equipment

Formerly: 60074

General administrative operating items needed for Pioneers' use to conduct business or an event. Can also include re-usable items like needles, scissors, tablecloths and saw blades.

6390 - Repair and Maintenance

Formerly: NEW

Expenses to bring an asset back to an earlier condition or to keep an asset operating at its present condition.

6450 - Bank Charges and Fees

Formerly: 60062

Expense for bank charges and fees.

6480 - Professional and Consulting

Formerly: 60053

Expenses associated with hiring contract labor. A form W-9 must be completed by the contractor.

6485 - Prof Org Membership

Formerly: NEW

Vendor or professional organization membership and annual fees.

6490 - Government Fees and Licenses

Formerly: 60068

Government-related fees for fundraising, sales, gaming, and other federal and state issued licenses.

6500 - Meeting Expenses

Formerly: NEW

Blanket account for meeting expenses. Not often used, as there is usually another account code that will be a better fit.

6600 - Travel and Parking

Formerly: 60017

Transportation and parking to attend Pioneers business meetings, conferences, training and events; excluding mileage.

6610 - Meals

Formerly: 60022/40022

Expenses for food consumed by members for business and fellowship events. Income received from members for meals should be recorded to 6610. Expenses for food that is sold for fundraising should be recorded to 1945 – Inventory.

Expense Accounts

6615 - Lodging

Formerly: 60023

Expenses for overnight stays at business and fellowship events.

6620 - Mileage

Formerly: 60069

Expenses for mileage reimbursements up to \$.14 (14 cents) per mile. Must include the number of miles travelled and the rate at which it is being reimbursed. Anything over the IRS-allowed charitable rate of \$.14 (14 cents) cents per mile is taxable income to the payee and may be subject to 1099.

6625 - Mileage Subject to 1099

Formerly: NEW

Expenses for mileage reimbursements over \$.14 (14 cents) per mile. This will be the difference between \$.14 (14 cents) per mile and the full reimbursement rate. Must include the number of miles travelled and the rate at which it is being reimbursed. Anything over the IRS-allowed charitable rate is taxable income.

6630 - Registration

Formerly: 60019

Expenses to attend a Pioneers business meeting, conference, training session, fundraising event or fellowship event.

6655 - Audio/Visual

Formerly: 60063

Expense to purchase or rent televisions, projectors, microphones and amplifiers for use at Pioneers meetings, events or projects.

6660 - Rentals

Formerly: 60018

Expenses for rent, security deposits, booths and equipment.

6665 - Recognition/Gifts

Formerly: 60020

Expenses to purchase gifts and memorabilia for members.

6670 - Entertainment

Formerly: 60028

Expenses for entertainment at a Pioneers meeting, event or project.

6678 - Gaming Winnings

Formerly: 60097

Monetary and non-monetary winnings from gaming activities.

Expense Accounts

6679 - Purchased Prizes and Giveaways

Formerly: NEW

Monetary and non-monetary giveaways for all other activities, except gaming.

6680 - Publications and Printing

Formerly: 60037

Expenses for newsletters and other publications. Income received from newsletters should be recorded to this account to offset the expense.

6685 - Utilities

Formerly: 60098

Expenses for water, gas and electric bills.

6693 - Sales Tax Penalty and Interest

Formerly: 60093

Penalties and interest incurred on sales tax filings.

6700 - Materials

Formerly: 60095

Items that are necessary to build, make or create a product that is not for Pioneers use. These items become part of the product.

6710 - Monetary Contribution

Formerly: 60066

Cash donations given by the Pioneers organization to other not-for-profit organizations for their charitable projects and programs that support the Pioneers mission. Must meet the contribution requirements as outlined in Financial Practices. All cash donations must be paid directly from the Chapter's bank account and reimbursements for personal donations made by members is not allowed.

6715 - Non-Monetary Contributions (use with 4013 & 1950)

Formerly: NEW

To record the value of in-kind donations as an expense when the items are given away.

Non-monetary gifts in kind donated to or collected by the Pioneers to then donate to other not-for-profit organizations. No one has been reimbursed for the items, and they were not purchased with Pioneers funds. Note: Materials that are purchased and donated should be recorded to Materials-6700.

6750 - Scholarships

Formerly: 60092

Pioneers award scholarships to individual students that must be payable to the educational institution where the student is attending. Pioneers must follow the scholarship application and criteria process as outlined in the Financial Practices.

Expense Accounts

6820 - InterCompany Expense (use with 4820)

Formerly: 60033

See page 13 – Note on InterCompany Transfer Accounts.

6880 - InterCompany Purchases for Non-Resale (use with 4865)

Formerly: 65010

Used when one unit purchases items from another unit, when the items are for Pioneers charitable use, and are not to be re-sold.

6995 - Sales and Use Tax Expense

Formerly: 60111

Use Tax is collected for out-of-state purchases where the vendor did not collect sales tax.

6999 - Miscellaneous Expense

Formerly: 60040

FOR PAC USE ONLY. Used when transferring funds from one bank account to another for the same unit only.

7000 - Gains & Losses Unrealized

Formerly: 80011

FOR PAC & HQ USE ONLY. Assets are sold at a higher or lower market value than the original purchase price.

7035 - Sales Tax Adjustment

Formerly: 80017

FOR PAC USE ONLY. Used to adjust Sales Tax Payable account codes due to rounding and discounts when the PAC Associates file taxes.

Note on InterCompany Transfer Accounts

TelecomPioneers is a 501(c)(3) non-profit corporation; tax identification number (TIN) 16-1634095. All Pioneers Units operate under TelecomPioneers.

Intercompany accounts are a set of numbers used for tracking internal transfers of funds/assets between Pioneers Units. For audit purposes, these intercompany sets must balance to \$0.00. For this reason the income and expense accounts are described together as a pair in this section. The expense is used for the unit the funds are coming from, and the income is used for the unit the funds are going to.

4820 - InterCompany Revenue

Receiving account for intercompany transfers. 4820 and 6820 accounts must cancel each other out during general ledger reconciliation. Intercompany accounts aren't true revenue or expense.

6820 - InterCompany Expense

Outgoing account for intercompany transfers. 4820 and 6820 accounts must cancel each other out during general ledger reconciliation. Intercompany accounts aren't true revenue or expense.

1. ACRONYMS

All acronyms pertaining to this project and their corresponding definitions are listed below.

Acronym	Description
ATC	Answering the Call
HQ	Headquarters
IC	InterCompany
PAC	Pioneers Accounting Center
TPCF	TelecomPioneers Charitable Fund

2. GLOSSARY

Any terms specifically applicable to the project and requiring clarification are listed below.

Term	Definition