



## MINUTES for Board Meeting – October 18, 2017

### Meeting Logistics:

10/18/2017 11:00a to 12:30p MDT

### Preparation / To Dos:

- Review documents in Dropbox meeting folder

### Location:

218-936-3817

510426#

### Board Members:

X Ben Kopp - **Chair**

X Bahman Azarm – **Vice Chair**

X Carson Rivers - **Treasurer**

X Scott Andrews - **Secretary**

X Micah Henderson

x Michelle Hepler

Ryan Olson

x Dylan Burt

Sara Bell

X Shawn Tierney – **Executive Director**

### Anti-Trust Statement:

It is the policy of the Association for Challenge Course Technology, and it is the responsibility of every Association member company, to comply in all respects with federal and State antitrust laws. No activity or discussion at any the Association meeting or other function may be engaged in for the purpose of bringing about any understanding or agreement among members to:

- (a) raise, lower, or stabilize prices;
- (b) regulate production;
- (c) allocate markets;
- (d) encourage boycotts;
- (e) foster unfair trade practices;
- (f) assist monopolization, or
- (g) in any way violate federal or State antitrust laws.

Any questions regarding the meaning or applicability of this policy, as well as any concerns regarding activities or discussions at Association meetings, should be promptly brought to the attention of the Association Executive Director or the Chair of the Board of Directors.

*Absent:* Ryan Olson, Sara Bell

*Quorum present?* YES

*Others Present:* None

### Proceedings:

*Meeting called to order at:* 11:03a MDT

### Agenda

- I. Review and Approve Agenda  
**Motion to Approve by: Micah Henderson**  
**Seconded by: Bahman Azarm**  
**Discussion: corrections**  
**Motion Carried: Unanimous**
- II. Review and Approve Meeting Minutes from September 18- 19, 2017 (tabled)
- III. Executive Director Update (*copy attached*) *discussed publication timeline of quarterly financials. All Drafts financials will be watermarked with Draft and Quarterly will be published as part of Board Minutes.*
- IV. Managing Matters Update: (*copy attached*)
- V. Monthly Financial – September (*copy attached*)
- VI. Cash Flow Projections (Shawn)



- VII. Priorities Update: (for greater detail see "TASK LIST Board Priorities 170424.xlsx")
- I. Savings Plan: \$200,000 in reserves
  - II. Government Relations
  - III. Program Accreditation
  - IV. Increase Professionalism of Conference Workshops
  - V. Standards Development Process
  - VI. Document and File Management System

### Unfinished Business

- VII. Tasks from Previous Board Meeting – update (et all)

### New Business

- VIII. Nomination Committee Terms of Reference (Bahman) *Committee has met and is looking at new Terms of Reference. Looking at evaluation tool for committee leaderships*
- IX. PVM Symposium (Ben) *Letter to PVM's to go out later this week*
- X. Conference Locations (Shawn) *addressed in Executive Director report*
- XI. BSA Bulk Standards (Shawn) *talking with BSA about cost of ANSI standard*
- XII. Membership (closed session) (Ben) *tabled*
- XIII. Accreditation/ Certification Committee Update (Sara) *tabled*

### Adjourn

Motion to Adjourn

Motion to Adjourn by: Michelle Hepler  
Second by: Dylan Burt  
Motion: Carried Unanimously  
Time: 12:35p MDT



**To: ACCT Board**  
**From: Shawn Tierney, Executive Director**  
**Date: 10/15/17**

**RE: October Board Report**

### **Summary of Activities**

**September Financial Statements:** the September financial statements, along with a first quarter FY18 report are in Dropbox for review prior to the BOD meeting. Carson and I have been making adjustments in our forecasting tool, but overall we feel that after Q1 we are tracking close to where we need to be on both revenue and expenses. Note that we did not receive any conference attendee registration in September, as the registration had not yet opened.

**Conference Registration:** the conference attendee registration opened on October 2<sup>nd</sup>. We are forecasting to receive most of the early bird registration at the end of October. Exhibitor registration has been strong over the past six weeks, with nearly 80% of booth space sold, along with eight sponsorships. Work will begin on the conference program in early November.

**Program Accreditation:** Charles Peterson was brought in on a short-term contract to help provide administrative support to the ACC as they continue to finish program accreditation documents, processes, and procedures. The ACC had several conference calls in the past month in order to meet deadlines established by the BOD for delivery of final documents and a pilot program by December 1.

**Conference Locations:** we are in the final review and selection process for 2021-22, and are in favor of Spokane and Cleveland due to favorable contract terms for those locations.

2019: Denver, CO

2020: Raleigh, NC

2021: Spokane, WA (tentative)

2022: Cleveland, OH (tentative)

**ANSI Audit:** the ANSI audit will take place on November via conference call and Bill has been coordinating with Jim Converse to prepare and submit the materials that have been requested by the auditor. At this stage both Bill and Jim feel well prepared and do not anticipate any unforeseen issues.

**Parallel Lines/Clipboard:** with the assistance of the Weiss Group we release a re-designed Clipboard in October, and are in the process of re-designing Parallel Lines with a mid-

November publication date. We are considering a magazine style format on a digital publishing platform called ISSUU that would be embedded on our website.

**Insurance & Risk Management Committee:** during the month of November the committee chair will be finalizing the terms of reference that he presented at the Denver BOD meeting, and will also be reviewing applications from individuals who expressed an interest in serving on the committee.

**Board Elections:** the member announcement went out in early October for the three seats that are open for election. Candidates have until December 1 to submit their nominations, after which the online voting will take place for the one seat elected by the individual and organizational members of ACCT.

## **FY18 Organizational Priorities: October Updates**

### **1. Savings Plan**

- a. \$200k in reserve account: *DONE. \$200k was placed in a Chase savings account on June 29<sup>th</sup>.*
- b. \$100k budgeted for each year to reach \$500k by FY20: *On-Track. The FY18 budget has a net income surplus goal of \$107,842.*
- c. 10% net income goal: *On-Track. The FY18 budget has a slightly higher net income goal.*
- d. \$100k liquid minimum: *On-Track. As of 10/13 our operations account has a balance of \$131,000.*

### **2. Government Relations**

- a. Updated position statement: *In process. A first draft has been completed, and we will be making some edits before sending the document out to the GRC the week of October 23 for comments and input from that group.*
- b. Hire a consulting firm: *DONE. I entered into a Scope of Work agreement with Jason Keith, principal of Public Land Solutions in June.*
- c. Organized volunteer system with regional contact identification list: *this will be part of the GRC multi-year plan to be completed by the end of November. (We are slightly behind on the completion date of this priority as we had hoped to have a first draft of the plan completed by the end of October)*
- d. Jurisdictional approach strategy: *this will be part of the GRC multi-year plan to be completed by the end of November.*
- e. Current standing in each State/Jurisdiction: *this will be part of the GRC multi-year plan to be completed by the end of November.*

### **3. Program Accreditation**

- a. Phase 1 pilot completed by December 1, 2017: *On-track.*
- b. Limited opening by July 2018: *On-track. We will have a soft launch of the program in spring 2018 -- after gathering further input, and making additional changes to the program model.*

**4. Increase professionalism of conference workshops:** *In-process. The conference workshop committee and Melissa extended the review period for 2018 workshop submissions in light of this priority, and will give greater attention to this priority for the 2019 conference.*

## 5. Standards development

- a. ANSI/ACCT standard revisions: *In process. The SDC submitted proposed revisions in the areas of DPI and Operations to the Consensus group who reviewed and commented on them at their meeting in August. A PINS was filed at the end of September.*
- b. ANSI/ACCT standards translated into Spanish: *DONE.*
- c. Consensus Group face-to-face meeting: *DONE.*
- d. Regular meeting and reporting schedule: *DONE. The SDC already holds a monthly meeting, and the CG laid out a schedule for their next three calls.*

## 6. Document and file management system

- a. Pick a new tool: *Has not been done.*
- b. File naming policy: *Scott Andrews proposed a file naming system/policy for BOD documents that was reviewed at the Denver BOD meeting. See file-naming policy in Dropbox.*
- c. File organization strategy and chart: *Has not been done.*
- d. Understand needs of ACCT groups: *has not been done.*
- e. Move files to new system: *has not been done.*
- f. Digitize Operation Dept. files for storage: *DONE. The Ops dept. ANSI files have been digitized.*
- g. Train users: *has not been done.*

To: ACCT Board of Directors

From: Natalie Hill (Account Coordinator), Jenny Faucher (President) and Nicole Cork (Account Manager)

Date: October 18<sup>th</sup>, 2017

## **STRENGTHENING THE ACCT BRAND**

This report is intended to provide an update on our action items, activities, improvements and initiatives we have completed since the last Board meeting, held on September 18 and 19, 2017. This report will be provided to the board on a monthly basis.

Our team, led by Natalie Hill, has been putting a significant focus on customer service excellence to the ACCT membership. This has been done by promptly communicating with members via e-mail, phone and contact forms, and providing answers efficiently and in a timely manner.

We are always looking for ways to save ACCT money and bring fresh ideas to the table.

## **BOARD & COMMITTEE SUPPORT**

- MM has assisted with 10+ PVM training dates by adding them to the website calendar.
- MM has shipped 13+ copies of the ACCT/ANSI 03-2016 Standards and 2 copies of the 8th Edition Standard (5 complimentary).
- MM has updated membership metrics and yearly membership comparison spreadsheets for Board review.
- MM uploaded Spanish standards into Blurb and Digital Product Delivery.
- MM made two large orders of Standards:
  - 20 Spanish Standards
  - 30 English Standards
- MM created a 2018 Board Elections web page and a fillable form for nominations.

- MM has been looking into basecamp options to make things easier for board and committee member communication.
- MM has created all PVM Invoices with membership dues and benefits attached through YM. MM also create a spreadsheet/tracking sheet for Joyce to keep track of the invoices.
- MM has generated and sent Shawn the September membership revenue report from YM.
- MM has reached out to the Membership committee for their assistance with creating content for Parallel Lines.

## GENERAL MANAGEMENT

- MM has fielded 120+ membership calls since the last board meeting. Receiving an average of 4 calls a day. Some call highlights include:
  - Membership renewal assistance
  - Job postings
  - Conference inquires
  - Training & certification questions
- MM has assisted with adding 6+ job postings to the Career Center. Among them:
  - 4 Job Postings in September
  - 2 posting in October
- MM has responded to 90+ emails and 15+ contact forms via email and through the website.
- MM has forwarded 6+ contact forms and 5+ phone calls to Bill in regards to certification and testing related questions.
- MM has sent out 6 of the following e-blasts to the ACCT database:
  - Board Elections
  - Renewal email (40+ people)
  - Benefits Package
  - October Clipboard
  - Spanish Standards press release
  - Seeking Submissions for Parallel Lines

- MM has been in regular contact with Jean from Weiss Group in regards to:
  - Article submissions
  - Member recognition
  - Dropbox access
  - Logistics of ongoing clipboard
- MM has made continuous updates to the ACCT website in order to make navigation of the site easier. MM has created multiple new banners for better appeal, including:
  - Homepage sliding banners
  - E-blast banners
  - Web page banners
- MM has create a 'New Member Welcome package' for new members have joined the association. It has been sent to:
  - New/renewed members from July-August (104 people).
  - New/renewed members from September (44 people).
- MM has also created a benefit package that will be sent out to expired members monthly, along with the 'we miss you' email.
- MM has created a new spreadsheet to keep track of all new membership growth initiatives in this new fiscal year.

## NEXT STEPS

- MM will continue to assist ACCT members with membership renewals and general inquires.
- MM will continue to grow the ACCT membership and will involve the Membership Work Group in the process.
- MM will continue to assist Weiss Group with Publications & begin producing ongoing clipboards.
- MM will continue to reach out to lapsed members monthly via email and phone.
- MM will continue to update the website. We will:
  - Archive old pages
  - Add an ACCT staff page



# UPDATE ON MATTERS

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- MM will continue to work with Bill and Joyce in regards to invoicing and reaching out to members for the PVM application process.
- MM will send out copies of the ACCT/ANSI Standards on a bi-weekly, or as needed, basis.
- MM will continue to update membership metrics and compare our yearly membership revenue/renewals/new sign ups.
- MM will continue work on a membership plan for this fiscal year, including:
  - Membership expiry emails
  - New membership packages
  - Thank you letters to long standing members
  - Membership benefits

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# Monthly Management Report

Association for Challenge Course Technology  
For the period ended September 30, 2017



**DRAFT**

Prepared by  
Jessica Dixon

Prepared on  
October 11, 2017

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# Balance Sheet

As of September 30, 2017

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Chase Operating	117,990.28
Chase Savings	200,042.05
<b>Total Bank Accounts</b>	<b>318,032.33</b>
<b>Accounts Receivable</b>	
Accounts receivable	2,203.87
<b>Total Accounts Receivable</b>	<b>2,203.87</b>
<b>Other Current Assets</b>	
Merchant Card - Undeposited Funds	2,977.00
Prepaid Expenses	2,500.00
Prepaid Insurance	9,865.80
<b>Total Other Current Assets</b>	<b>15,342.80</b>
<b>Total Current Assets</b>	<b>335,579.00</b>
<b>TOTAL ASSETS</b>	<b>\$335,579.00</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
Chase Card	-41,432.28
Chase Card - 0614	9,980.22
Chase Card - 1061 Shawn	28,471.42
Chase Card - 1344	8,035.47
<b>Total Chase Card</b>	<b>5,054.83</b>
<b>Total Credit Cards</b>	<b>5,054.83</b>
<b>Total Current Liabilities</b>	<b>5,054.83</b>
<b>Total Liabilities</b>	<b>5,054.83</b>
<b>Equity</b>	
Retained Earnings	357,712.53
Net Income	-27,188.36
<b>Total Equity</b>	<b>330,524.17</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$335,579.00</b>

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# Profit and Loss Comparison

September 2017

	Sep 2017	Total Sep 2016 (PY)
<b>INCOME</b>		
Events		
Advertising Income		1,725.00
Conference fees		
Conference - Other	1,625.47	608.76
<b>Total Conference fees</b>	<b>1,625.47</b>	<b>608.76</b>
Exhibit Hall Fees	28,850.00	33,400.00
<b>Total Events</b>	<b>30,475.47</b>	<b>35,733.76</b>
Membership		
Individual Memberships	1,810.00	1,960.00
Organizational Memberships	9,929.95	6,759.80
<b>Total Membership</b>	<b>11,739.95</b>	<b>8,719.80</b>
Operations		
Inspector Certification		1,515.00
Application/Renewal Fees	1,900.00	
<b>Total Inspector Certification</b>	<b>1,900.00</b>	<b>1,515.00</b>
Vendor Accreditation	518.69	3,364.09
<b>Total Operations</b>	<b>2,418.69</b>	<b>4,879.09</b>
Other Income		
Interest	12.70	1.09
<b>Total Other Income</b>	<b>12.70</b>	<b>1.09</b>
Publication & Retail Sales		
Job Listings		25.00
Standards Sales	709.00	215.00
Standards Shipping Fees		-1.70
<b>Total Standards Sales</b>	<b>709.00</b>	<b>213.30</b>
<b>Total Publication &amp; Retail Sales</b>	<b>709.00</b>	<b>238.30</b>
Recovery Income (deleted)		
Reviewer Travel Expense Fees (deleted)		555.36
<b>Total Recovery Income (deleted)</b>		<b>555.36</b>
<b>Total Income</b>	<b>45,355.81</b>	<b>50,127.40</b>
<b>GROSS PROFIT</b>	<b>45,355.81</b>	<b>50,127.40</b>
<b>EXPENSES</b>		
Bank Fees		
Credit Card Finance Charges	68.22	208.82
Merchant Service Fees	1,591.27	1,092.32
Service Charges	140.00	379.68
<b>Total Bank Fees</b>	<b>1,799.49</b>	<b>1,680.82</b>
Board of Directors & Governance	3,560.34	
BOD & Committee Meeting Expenses	413.74	24.34
BOD & Committee Travel	4,680.98	2,564.53
<b>Total Board of Directors &amp; Governance</b>	<b>8,655.06</b>	<b>2,588.87</b>

	Sep 2017	Total Sep 2016 (PY)
Events-		
Conference Expenses		
Cvent/Crowd Compass	1,536.38	
Hotel Room Fees	8.50	
<b>Total Conference Expenses</b>	<b>1,544.88</b>	
Exhibit Hall Expenses		
Conference Service Provider	17,125.00	
<b>Total Exhibit Hall Expenses</b>	<b>17,125.00</b>	
<b>Total Events-</b>	<b>18,669.88</b>	
General Operating 1		
Software Subscriptions	217.13	224.55
Staff Travel	712.03	
Travel (deleted)		4,181.17
Travel Meals (deleted)		106.75
<b>Total Staff Travel</b>	<b>712.03</b>	<b>4,287.92</b>
<b>Total General Operating 1</b>	<b>929.16</b>	<b>4,512.47</b>
General Operating 2		
Office Rent & Storage	804.89	762.89
Office Supplies	140.10	
Outside Labor		19.80
Postage and Shipping	122.84	468.70
Printing		49.18
<b>Total General Operating 2</b>	<b>1,067.83</b>	<b>1,300.57</b>
Insurance		
Directors & Officers		819.67
Workers Comp	215.78	59.56
<b>Total Insurance</b>	<b>215.78</b>	<b>879.23</b>
Marketing		
Website Fees	4,851.00	-199.86
<b>Total Marketing</b>	<b>4,851.00</b>	<b>-199.86</b>
Operations-		
Panel & Work Group Expenses	5,120.05	
Standards Development	600.00	498.72
Vendor Accreditation Expenses	105.49	
<b>Total Operations-</b>	<b>5,825.54</b>	<b>498.72</b>
Professional Services	3.25	
Accountant		3,200.00
Government Relations	300.00	
Management Company		4,856.90
Other services	4,000.00	341.24
PR/Marketing	2,000.00	
<b>Total Professional Services</b>	<b>6,303.25</b>	<b>8,398.14</b>
Publications & Retail Sales		
Standards Publication	10.00	490.61

		Total
	Sep 2017	Sep 2016 (PY)
<b>Total Publications &amp; Retail Sales</b>	<b>10.00</b>	<b>490.61</b>
Salaries, Wages, & Related		
Payroll Processing Fees	198.15	
Payroll Taxes	8,145.24	1,932.33
Salaries & Wages	17,366.45	17,735.74
<b>Total Salaries, Wages, &amp; Related</b>	<b>25,709.84</b>	<b>19,668.07</b>
Telecommunications	341.60	
Internet		35.48
Telephone	86.86	195.62
<b>Total Telecommunications</b>	<b>428.46</b>	<b>231.10</b>
<b>Total Expenses</b>	<b>74,465.29</b>	<b>40,048.74</b>
NET OPERATING INCOME	-29,109.48	10,078.66
NET INCOME	\$ -29,109.48	\$10,078.66

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# Monthly Budget vs. Actuals FY 2018

September 2017

	Actual	Budget	over Budget	Total % of Budget
<b>INCOME</b>				
Events				
Conference fees				
Conference - Other	1,625.47		1,625.47	
Conference Registration		46,000.00	-46,000.00	
<b>Total Conference fees</b>	<b>1,625.47</b>	<b>46,000.00</b>	<b>-44,374.53</b>	<b>3.53 %</b>
Exhibit Hall Fees	28,850.00	27,000.00	1,850.00	106.85 %
<b>Total Events</b>	<b>30,475.47</b>	<b>73,000.00</b>	<b>-42,524.53</b>	<b>41.75 %</b>
Membership				
Individual Memberships	1,810.00	2,000.00	-190.00	90.50 %
Organizational Memberships	9,929.95	10,000.00	1,929.95	124.12 %
<b>Total Membership</b>	<b>11,739.95</b>	<b>10,000.00</b>	<b>1,739.95</b>	<b>117.40 %</b>
Operations				
Inspector Certification		0.00	0.00	
Application/Renewal Fees	1,900.00	0.00	1,900.00	
<b>Total Inspector Certification</b>	<b>1,900.00</b>	<b>0.00</b>	<b>1,900.00</b>	
Vendor Accreditation	518.69	0.00	518.69	
<b>Total Operations</b>	<b>2,418.69</b>	<b>0.00</b>	<b>2,418.69</b>	
Other Income				
Interest	12.70	133.00	-120.30	9.55 %
<b>Total Other Income</b>	<b>12.70</b>	<b>133.00</b>	<b>-120.30</b>	<b>9.55 %</b>
Publication & Retail Sales				
Job Listings		125.00	-125.00	
Publication Advertising		750.00	-750.00	
Standards Sales	709.00	1,850.00	-1,141.00	38.32 %
<b>Total Publication &amp; Retail Sales</b>	<b>709.00</b>	<b>2,725.00</b>	<b>-2,016.00</b>	<b>26.02 %</b>
<b>Total Income</b>	<b>45,355.81</b>	<b>85,858.00</b>	<b>-40,502.19</b>	<b>52.83 %</b>
<b>GROSS PROFIT</b>				
	<b>45,355.81</b>	<b>85,858.00</b>	<b>-40,502.19</b>	<b>52.83 %</b>
<b>EXPENSES</b>				
Bank Fees				
Credit Card Finance Charges	68.22	62.00	6.22	110.03 %
Merchant Service Fees	1,591.27	1,200.00	391.27	132.61 %
Service Charges	140.00	250.00	-110.00	56.00 %
<b>Total Bank Fees</b>	<b>1,799.49</b>	<b>1,512.00</b>	<b>287.49</b>	<b>119.01 %</b>
Board of Directors & Governance				
BOD & Committee Meeting Expenses	413.74	1,500.00	-1,086.26	27.58 %
BOD & Committee Telephone		5,000.00	-5,000.00	
BOD & Committee Travel	4,680.98		4,680.98	
<b>Total Board of Directors &amp; Governance</b>	<b>8,655.06</b>	<b>6,500.00</b>	<b>2,155.06</b>	<b>133.15 %</b>
Events-				
Conference Expenses				
Conference Reg & Program Design		1,000.00	-1,000.00	



				Total
	Actual	Budget	over Budget	% of Budget
Cvent/Crowd Compass	1,536.38	2,161.38	-625.00	71.08 %
Hotel Room Fees	8.50	0.00	8.50	
<b>Total Conference Expenses</b>	<b>1,544.88</b>	<b>3,161.38</b>	<b>-1,616.50</b>	<b>48.87 %</b>
Exhibit Hall Expenses				
Conference Service Provider	17,125.00	17,050.00	75.00	100.44 %
<b>Total Exhibit Hall Expenses</b>	<b>17,125.00</b>	<b>17,050.00</b>	<b>75.00</b>	<b>100.44 %</b>
<b>Total Events-</b>	<b>18,669.88</b>	<b>20,211.38</b>	<b>-1,541.50</b>	<b>92.37 %</b>
General Operating 1				
Meals & Entertainment		100.00	-100.00	
Professional Development		1,125.00	-1,125.00	
Software Subscriptions	217.13		217.13	
Staff Travel	712.03	750.00	-37.97	94.94 %
<b>Total General Operating 1</b>	<b>929.16</b>	<b>1,975.00</b>	<b>-1,045.84</b>	<b>47.05 %</b>
General Operating 2				
Office Rent & Storage	804.89	795.00	9.89	101.24 %
Office Supplies	140.00	249.00	-109.00	56.04 %
Postage and Shipping	122.84	250.00	-127.16	49.14 %
<b>Total General Operating 2</b>	<b>1,067.73</b>	<b>1,295.00</b>	<b>-227.17</b>	<b>82.46 %</b>
Insurance				
Conference Cancellation		110.92	-110.92	
Cyber Policy		108.33	-108.33	
Directors & Officers		339.75	-339.75	
General Liability		113.08	-113.08	
Office & GL Insurance		45.67	-45.67	
Professional Liability		561.91	-561.91	
Volunteer Accident		53.33	-53.33	
Workers Comp	215.78		215.78	
<b>Total Insurance</b>	<b>215.78</b>	<b>1,332.99</b>	<b>-1,117.21</b>	<b>16.19 %</b>
Licenses/Taxes/Dues				
Colorado Fees		300.00	-300.00	
<b>Total Licenses/Taxes/Dues</b>		<b>300.00</b>	<b>-300.00</b>	
Marketing				
Website Fees	4,851.00	179.00	4,672.00	2,710.06 %
<b>Total Marketing</b>	<b>4,851.00</b>	<b>179.00</b>	<b>4,672.00</b>	<b>2,710.06 %</b>
Operations-				
ANSI Membership		615.00	-615.00	
Inspector Certification Expenses				
ACC Meeting		4,500.00	-4,500.00	
<b>Total Inspector Certification Expenses</b>		<b>4,500.00</b>	<b>-4,500.00</b>	
Panel & Work Group Expenses	5,120.05	0.00	5,120.05	
Standards Development	600.00	750.00	-150.00	80.00 %
Vendor Accreditation Expenses	105.49		105.49	
<b>Total Operations-</b>	<b>5,825.54</b>	<b>5,865.00</b>	<b>-39.46</b>	<b>99.33 %</b>
Professional Services	3.25		3.25	

				Total
	Actual	Budget	over Budget	% of Budget
Accountant		1,200.00	-1,200.00	
Attorney		1,000.00	-1,000.00	
Delaware Representation		1,667.00	-1,667.00	
Government Relations	300.00	1,667.00	-1,367.00	18.00 %
Management Company		5,125.00	-5,125.00	
Other services	4,000.00		4,000.00	
PR/Marketing	2,000.00		2,000.00	
<b>Total Professional Services</b>	<b>6,303.25</b>	<b>10,659.00</b>	<b>-4,355.75</b>	<b>59.14 %</b>
Publications & Retail Sales				
Standards Publication	10.00	10.00	0.00	100.00 %
<b>Total Publications &amp; Retail Sales</b>	<b>10.00</b>	<b>10.00</b>	<b>0.00</b>	<b>100.00 %</b>
Salaries, Wages, & Related				
Payroll Processing Fees	198.15	260.00	-61.85	76.21 %
Payroll Taxes	8,145.24	5,173.00	2,972.24	157.46 %
Salaries & Wages	17,366.45	16,668.00	1,698.45	110.84 %
<b>Total Salaries, Wages, &amp; Related</b>	<b>25,709.84</b>	<b>21,101.00</b>	<b>4,608.84</b>	<b>121.84 %</b>
Telecommunications				
Internet	11.60	220.00	-208.40	
Telephone	11.60		86.86	
<b>Total Telecommunications</b>	<b>23.20</b>	<b>220.00</b>	<b>196.80</b>	<b>194.75 %</b>
<b>Total Expenses</b>	<b>71,160.37</b>	<b>71,160.37</b>	<b>3,304.92</b>	<b>104.64 %</b>
<b>NET OPERATING INCOME</b>	<b>-29,109.48</b>	<b>14,697.63</b>	<b>-43,807.11</b>	<b>-198.06 %</b>
<b>NET INCOME</b>	<b>-29,109.48</b>	<b>\$14,697.63</b>	<b>\$ -43,807.11</b>	<b>-198.06 %</b>

DRAFT

# Profit and Loss Comparison

July - September, 2017

	Jul - Sep, 2017	Jul - Sep, 2016 (PY)	Total
<b>INCOME</b>			
Events			
Advertising Income			3,575.00
Conference fees			
Conference - Other	2,402.31		608.76
<b>Total Conference fees</b>	<b>2,402.31</b>		<b>608.76</b>
Exhibit Hall Fees	95,000.00		90,200.00
<b>Total Events</b>	<b>97,402.31</b>		<b>94,383.76</b>
Membership			
Individual Memberships	6,640.00		6,200.00
Organizational Memberships	28,804.70		20,169.65
<b>Total Membership</b>	<b>35,444.70</b>		<b>26,369.65</b>
Operations			
Inspector Certification			1,570.00
Application/Renewal Fees	2,400.00		
Certification Test	125.00		
<b>Total Inspector Certification</b>	<b>2,525.00</b>		<b>1,570.00</b>
Vendor Accreditation	5,237.69		3,364.09
<b>Total Operations</b>	<b>7,762.69</b>		<b>4,934.09</b>
Other Income			
Interest	39.86		3.35
<b>Total Other Income</b>	<b>39.86</b>		<b>3.35</b>
Publication & Retail Sales			
Job Listings	310.00		125.00
Standards Sales	6,084.24		11,152.82
Standards Shipping Fees			406.86
<b>Total Standards Sales</b>	<b>6,084.24</b>		<b>11,559.68</b>
<b>Total Publication &amp; Retail Sales</b>	<b>6,394.24</b>		<b>11,684.68</b>
Recovery Income (deleted)			
Reviewer Travel Expense Fees (deleted)			1,298.40
<b>Total Recovery Income (deleted)</b>			<b>1,298.40</b>
<b>Total Income</b>	<b>147,043.80</b>		<b>138,673.93</b>
<b>GROSS PROFIT</b>	<b>147,043.80</b>		<b>138,673.93</b>
<b>EXPENSES</b>			
Bank Fees			
Credit Card Finance Charges	68.22		712.46
Merchant Service Fees	6,055.53		3,956.39
Paypal Fees			36.51
Service Charges	175.00		457.59
<b>Total Bank Fees</b>	<b>6,298.75</b>		<b>5,162.95</b>
Board of Directors & Governance			
BOD & Committee Meeting Expenses	413.74		1,042.58

	Jul - Sep, 2017	Jul - Sep, 2016 (PY)	Total
BOD & Committee Travel	4,680.98		5,483.19
<b>Total Board of Directors &amp; Governance</b>	<b>8,655.06</b>		<b>6,525.77</b>
Events-			
Conference Expenses			
Cvent/Crowd Compass	1,536.38		2,161.38
Hotel Room Fees	8.50		
Miscellaneous Conference Expenses	862.50		
Site Selection	4,121.68		
<b>Total Conference Expenses</b>	<b>6,529.06</b>		<b>2,161.38</b>
Exhibit Hall Expenses			
Conference Service Provider	25,687.50		21,634.33
<b>Total Exhibit Hall Expenses</b>	<b>25,687.50</b>		<b>21,634.33</b>
<b>Total Events-</b>	<b>32,216.56</b>		<b>23,795.71</b>
General Operating 1			
Meals & Entertainment	18.44		182.66
Software Subscriptions	629.75		857.37
Staff Travel	6,706.86		
Travel (deleted)			8,711.84
Travel Meals (deleted)			541.77
<b>Total Staff Travel</b>	<b>6,706.86</b>		<b>9,253.61</b>
<b>Total General Operating 1</b>	<b>7,355.05</b>		<b>10,293.64</b>
General Operating 2			
Office Rent & Storage	2,414.67		2,244.67
Office Supplies	174.01		-30.38
Outside Labor			19.80
Postage and Shipping	176.70		1,299.44
Printing			49.18
<b>Total General Operating 2</b>	<b>2,765.38</b>		<b>3,582.71</b>
Insurance			
Directors & Officers			1,505.01
Workers Comp	305.46		158.20
<b>Total Insurance</b>	<b>305.46</b>		<b>1,663.21</b>
Licenses/Taxes/Dues			
Colorado Fees			50.00
<b>Total Licenses/Taxes/Dues</b>			<b>50.00</b>
Marketing			
Website Fees	6,351.00		4,659.98
<b>Total Marketing</b>	<b>6,351.00</b>		<b>4,659.98</b>
Operations-			
Panel & Work Group Expenses	12,541.47		
Standards Development	1,100.00		4,844.92
Vendor Accreditation Expenses	1,566.83		947.56
<b>Total Operations-</b>	<b>15,208.30</b>		<b>5,792.48</b>
Professional Services	3.25		

	Jul - Sep, 2017	Total Jul - Sep, 2016 (PY)
Accountant	1,200.00	6,000.00
Attorney	2,383.00	
Delaware Representation	358.00	
Government Relations	750.00	
Management Company	10,517.05	16,373.71
Other services	4,000.00	341.24
PR/Marketing	8,000.00	
<b>Total Professional Services</b>	<b>27,211.30</b>	<b>22,714.95</b>
Publications & Retail Sales		
Postage & Shipping	19.60	
Standards Publication	30.00	490.61
<b>Total Publications &amp; Retail Sales</b>	<b>49.60</b>	<b>490.61</b>
Salaries, Wages, & Related		
Payroll Processing Fees	603.07	617.50
Payroll Taxes	19,300.44	4,318.48
Salaries & Wages	48,057.75	48,385.54
<b>Total Salaries, Wages, &amp; Related</b>	<b>62,961.26</b>	<b>53,321.52</b>
Special Projects	1,449.14	
Telecommunications	1,002.35	
Internet		246.44
Telephone	259.95	645.09
<b>Total Telecommunications</b>	<b>1,262.30</b>	<b>891.53</b>
Uncategorized Expense	2,143.00	
<b>Total Expenses</b>	<b>174,232.16</b>	<b>138,945.06</b>
<b>NET OPERATING INCOME</b>	<b>-27,188.36</b>	<b>-271.13</b>
<b>NET INCOME</b>	<b>\$ -27,188.36</b>	<b>\$ -271.13</b>

DRAFT

# Association for Challenge Course Technology

## BUDGET VS. ACTUALS: FY 2018 - FY18 P&L

July - September, 2017

	ACTUAL	TOTAL		% OF BUDGET
		BUDGET	OVER BUDGET	
<b>INCOME</b>				
Events				
Advertising Income		0.00	0.00	
Conference fees				
Conference - Other	2,402.31		2,402.31	
Conference Registration		46,000.00	-46,000.00	
<b>Total Conference fees</b>	<b>2,402.31</b>	<b>46,000.00</b>	<b>-43,597.69</b>	<b>5.22 %</b>
Event Sponsorships		0.00	0.00	
Exhibit Hall Fees	95,000.00	33,750.00	61,250.00	281.48 %
Symposia		0.00	0.00	
<b>Total Events</b>	<b>97,402.31</b>	<b>79,750.00</b>	<b>17,652.31</b>	<b>122.13 %</b>
Membership				
Individual Memberships	6,640.00	6,400.00	240.00	103.75 %
Organizational Memberships	28,804.70	22,000.00	6,804.70	130.93 %
<b>Total Membership</b>	<b>35,444.70</b>	<b>28,400.00</b>	<b>7,044.70</b>	<b>124.81 %</b>
Operations		0.00	0.00	
Inspector Certification				
Application/Renewal Fees	2,400.00	0.00	2,400.00	
Certification Test	125.00	0.00	125.00	
Prep Course		0.00	0.00	
<b>Total Inspector Certification</b>	<b>2,525.00</b>	<b>0.00</b>	<b>2,525.00</b>	
Vendor Accreditation	5,237.69	0.00	5,237.69	
<b>Total Operations</b>	<b>7,762.69</b>	<b>0.00</b>	<b>7,762.69</b>	
Other Income				
Interest	39.86	399.00	-359.14	9.99 %
<b>Total Other Income</b>	<b>39.86</b>	<b>399.00</b>	<b>-359.14</b>	<b>9.99 %</b>
Publication & Retail Sales				
ACCT University		0.00	0.00	
Job Listings	310.00	375.00	-65.00	82.67 %
Publication Advertising		750.00	-750.00	
Standards Sales	6,084.24	5,550.00	534.24	109.63 %
Standard Sales - Spanish Version		0.00	0.00	
<b>Total Standards Sales</b>	<b>6,084.24</b>	<b>5,550.00</b>	<b>534.24</b>	<b>109.63 %</b>
<b>Total Publication &amp; Retail Sales</b>	<b>6,394.24</b>	<b>6,675.00</b>	<b>-280.76</b>	<b>95.79 %</b>
Sponsorships & Fundraising				
New Event Sponsorships		0.00	0.00	
<b>Total Sponsorships &amp; Fundraising</b>		<b>0.00</b>	<b>0.00</b>	
<b>Total Income</b>	<b>\$147,043.80</b>	<b>\$115,224.00</b>	<b>\$31,819.80</b>	<b>127.62 %</b>
<b>GROSS PROFIT</b>	<b>\$147,043.80</b>	<b>\$115,224.00</b>	<b>\$31,819.80</b>	<b>127.62 %</b>
<b>EXPENSES</b>				
Bank Fees				

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Credit Card Finance Charges	68.22	186.00	-117.78	36.68 %
Merchant Service Fees	6,055.53	2,700.00	3,355.53	224.28 %
Paypal Fees		0.00	0.00	
Service Charges	175.00	250.00	-75.00	70.00 %
<b>Total Bank Fees</b>	<b>6,298.75</b>	<b>3,136.00</b>	<b>3,162.75</b>	<b>200.85 %</b>
Board of Directors & Governance	3,560.34		3,560.34	
BOD & Committee Meeting Expenses	413.74	1,500.00	-1,086.26	27.58 %
BOD & Committee Telephone		5,000.00	-5,000.00	
BOD & Committee Travel	4,680.98		4,680.98	
<b>Total Board of Directors &amp; Governance</b>	<b>8,655.06</b>	<b>6,500.00</b>	<b>2,155.06</b>	<b>133.15 %</b>
Events-				
Conference Expenses				
Audio Visual		0.00	0.00	
Computer Rentals		0.00	0.00	
Conference Reg & Program Design		1,000.00	-1,000.00	
Cvent/Crowd Compass	1,536.38	2,161.38	-625.00	71.08 %
EMT's		0.00	0.00	
Food & Beverage		0.00	0.00	
Giveaways / Publicity		0.00	0.00	
Hotel Room Fees	8.50	0.00	8.50	
Keynote Speaker		0.00	0.00	
Miscellaneous Conference Expenses	862.50	0.00	862.50	
Printing & Signage		0.00	0.00	
Program Printing		0.00	0.00	
Ribbons & Badges		0.00	0.00	
Security		0.00	0.00	
Shipping		0.00	0.00	
Site Selection	4,121.68		4,121.68	
Supplies & Equipment		0.00	0.00	
Vendor Training		0.00	0.00	
Workshop Committee Reimbursement		0.00	0.00	
<b>Total Conference Expenses</b>	<b>6,529.06</b>	<b>3,161.38</b>	<b>3,367.68</b>	<b>206.53 %</b>
Exhibit Hall Expenses				
Conference Service Provider	25,687.50	25,612.00	75.50	100.29 %
Decorator		0.00	0.00	
<b>Total Exhibit Hall Expenses</b>	<b>25,687.50</b>	<b>25,612.00</b>	<b>75.50</b>	<b>100.29 %</b>
<b>Total Events-</b>	<b>32,216.56</b>	<b>28,773.38</b>	<b>3,443.18</b>	<b>111.97 %</b>
General Operating 1				
Meals & Entertainment	18.44	200.00	-181.56	9.22 %
Professional Development		1,125.00	-1,125.00	
Software Subscriptions	629.75		629.75	
Staff Travel	6,706.86	1,500.00	5,206.86	447.12 %
<b>Total General Operating 1</b>	<b>7,355.05</b>	<b>2,825.00</b>	<b>4,530.05</b>	<b>260.36 %</b>
General Operating 2				
Office Rent & Storage	2,414.67	2,385.00	29.67	101.24 %
Office Supplies	174.01	750.00	-575.99	23.20 %
Outside Labor		300.00	-300.00	
Postage and Shipping	176.70	750.00	-573.30	23.56 %

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Printing		0.00	0.00	
<b>Total General Operating 2</b>	<b>2,765.38</b>	<b>4,185.00</b>	<b>-1,419.62</b>	<b>66.08 %</b>
Insurance				
Conference Cancellation		332.76	-332.76	
Cyber Policy		324.99	-324.99	
Directors & Officers		1,019.25	-1,019.25	
General Liability		339.24	-339.24	
Office & GL Insurance		137.01	-137.01	
Professional Liability		1,685.73	-1,685.73	
Volunteer Accident		159.99	-159.99	
Workers Comp	305.46		305.46	
<b>Total Insurance</b>	<b>305.46</b>	<b>3,998.97</b>	<b>-3,693.51</b>	<b>7.64 %</b>
Licenses/Taxes/Dues				
Colorado Fees		300.00	-300.00	
Delaware fees		0.00	0.00	
<b>Total Licenses/Taxes/Dues</b>		<b>300.00</b>	<b>-300.00</b>	
Marketing				
Website Fees	6,351.00	3,787.00	2,564.00	167.71 %
<b>Total Marketing</b>	<b>6,351.00</b>	<b>3,787.00</b>	<b>2,564.00</b>	<b>167.71 %</b>
Membership Workgroup				
Awards		0.00	0.00	
Research Grant		0.00	0.00	
<b>Total Membership Workgroup</b>		<b>0.00</b>	<b>0.00</b>	
Operations-				
ANSI Membership		1,845.00	-1,845.00	
Inspector Certification Expenses				
2 PA Events		0.00	0.00	
ACC Meeting		4,500.00	-4,500.00	
PAP Meeting		0.00	0.00	
Test Materials		0.00	0.00	
VAP Meeting		7,000.00	-7,000.00	
<b>Total Inspector Certification Expenses</b>		<b>11,500.00</b>	<b>-11,500.00</b>	
Panel & Work Group Expenses	12,541.47	7,000.00	5,541.47	179.16 %
Standards Development	1,100.00	2,250.00	-1,150.00	48.89 %
Vendor Accreditation Expenses	1,566.83		1,566.83	
<b>Total Operations-</b>	<b>15,208.30</b>	<b>22,595.00</b>	<b>-7,386.70</b>	<b>67.31 %</b>
Professional Services	3.25		3.25	
Accountant	1,200.00	3,600.00	-2,400.00	33.33 %
Attorney	2,383.00	2,000.00	383.00	119.15 %
Delaware Representation	358.00	5,001.00	-4,643.00	7.16 %
Government Relations	750.00	5,001.00	-4,251.00	15.00 %
Management Company	10,517.05	15,375.00	-4,857.95	68.40 %
Other services	4,000.00		4,000.00	
PR/Marketing	8,000.00		8,000.00	
<b>Total Professional Services</b>	<b>27,211.30</b>	<b>30,977.00</b>	<b>-3,765.70</b>	<b>87.84 %</b>
Publications & Retail Sales				
Postage & Shipping	19.60		19.60	



		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Standards Publication	30.00	30.00	0.00	100.00 %
Spanish Translation of Standards		2,143.00	-2,143.00	
<b>Total Standards Publication</b>	<b>30.00</b>	<b>2,173.00</b>	<b>-2,143.00</b>	<b>1.38 %</b>
<b>Total Publications &amp; Retail Sales</b>	<b>49.60</b>	<b>2,173.00</b>	<b>-2,123.40</b>	<b>2.28 %</b>
Salaries, Wages, & Related				
Payroll Processing Fees	603.07	780.00	-176.93	77.32 %
Payroll Taxes	19,300.44	15,519.00	3,781.44	124.37 %
Salaries & Wages	43,057.75	47,004.00	-3,946.25	91.60 %
<b>Total Salaries, Wages, &amp; Related</b>	<b>62,961.26</b>	<b>63,303.00</b>	<b>-341.74</b>	<b>99.46 %</b>
Special Projects	1,449.14		1,449.14	
Telecommunications	1,002.35		1,002.35	
Internet		660.00	-660.00	
Telephone	259.95		259.95	
<b>Total Telecommunications</b>	<b>1,262.30</b>	<b>660.00</b>	<b>602.30</b>	<b>191.26 %</b>
Uncategorized Expense	2,143.00		2,143.00	
<b>Total Expenses</b>	<b>\$174,232.16</b>	<b>\$173,213.35</b>	<b>\$1,018.81</b>	<b>100.59 %</b>
NET OPERATING INCOME	<b>\$ -27,188.36</b>	<b>\$ -57,989.35</b>	<b>\$30,800.99</b>	<b>46.89 %</b>
NET INCOME	<b>\$ -27,188.36</b>	<b>\$ -57,989.35</b>	<b>\$30,800.99</b>	<b>46.89 %</b>