



## MINUTES for Board Meeting – September 10 and 11, 2018

### Meeting Logistics:

9/10-11/2018 8:00a to 5:00p MDT each day

### Preparation / To Dos:

Review documents in DRIVE meeting folder

### Location: Conference Call

Longmont Colorado, ACCT Office Conference Room

### Board Members:

X Ben Kopp - **Chair**

X Bahman Azarm – **Vice Chair**

X Carson Rivers - **Treasurer**

X Scott Andrews - **Secretary**

X Paul Cummings

X Mandy Stewart

X Ryan Olson

X Dylan Burt

X 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:* none

*Quorum present?* Yes

*Others Present:*

*Guest Expected: Don Stock (Monday at 1pm) Gary Nesbit (Tuesday at 1pm). Other Guest: Keith Jacobs, Micah Henderson, John Lazarus (all on Monday)*

### Proceedings:

*Meeting called to order at: 8:10a MDT*

### Agenda

- I. Review and Approve Agenda  
Motion to Approve by: Bahman Azarm  
Seconded by: Ryan Olson  
Discussion: schedule when we need to address which topics  
Motion Carried:
- II. Approve Minutes from August 15, 2018 Board Meeting -- Approved
- III. Executive Director Update (Attached)
- IV. Financial – Year End Final (Attached)
- V. Cash Flow Projections (Shawn)



- VI. Priorities Update: (see Executive Director Report)
- 1 Increase Membership and Value
  - 2 Government relations
  - 3 Vendor Accreditation
  - 4 Program Accreditation
  - 5 Organizational Structure

### Unfinished Business

- I. Organizational Restructure Structure Update/Policy Director (Shawn)
- Motion to go into closed session by: Carson Rivers  
Seconded by: Paul Cummings  
Discussion: none  
Motion: unanimous
- Motion to go into leave closed session by: Ryan Olson  
Seconded by: Carson  
Discussion: none  
Motion: unanimous
- II. Consensus Group Update (Ben)  
The Consensus Group continues to process comments from the public comment period and expects to move forward with new standards publication in the near future.
- III. ACC Update and Expectations (Mandy) Report  
from the committee received and reviewed.
- a. Vendor Accreditation Update (Ryan)
- IV. Program Accreditation Review (Mandy)  
Motion: The BOD receives the Program Accreditation documents from ACC: Mandy Stewart  
Seconded by: Bahman Azarm  
Discussion: none  
Motion: unanimous
- Ben reviewed the history of this process.
  - Discussion regarding finances, roles and responsibilities of volunteers / staff / BOD
  - Mandy discussion regarding how to set up our internal processes across the association in order to improve new programs.
  - Discussion on sending to Finance Committee, staff, etc. All agree that the meat of the program, ie what is being reviewed is good but that the administration/process is what seems to need work.
  - Lengthy discussion on the program in general.
  - More discussion on how to set up internal processes for all programs.



Discussion on action items relating to execution of creating new programs.

- Mandy – asking for editable versions of PA content
- Carson and Paul - taking the documents to their committees
- Shawn – review documents with staff
- 30 day deadline, and then determine if another face to face is necessary for BOD to firm up Program Accreditation prior to conference.
- Discussion on sending PA documents to PVM's prior to symposium

V. ASTM Harmonization (1:00pm Monday) (Scott/Shawn)

Don Stock, Government Relations Chair, joined meeting via conference line. [see Don's notes] Micah Henderson described the ASTM Harmonization Process. She also stated that it is not an ANSI Harmonization process but an internal ASTM process.

Motion: *The Board authorizes the Executive Director to begin the dialog with ASTM leadership about harmonization between areal adventure course/ challenge course standards developers.* Motion by: Scott Andrews

Seconded by: Bahman Azarm

Discussion: adjustments to language

Motion: unanimous

Shawn requested thought on 3 individuals to represent ACCT during Harmonization process. Discussion regarding request of ASTM to add a mediator or a person who understand the harmonization process.

Recess at 5:10pm

## New Business

VI. Fall PVM Symposium / ASTM meetings (Shawn)

VII. International Committee (Shawn)

Discussion regarding setting up and International Committee. Board will create a TOR for an International Committee to be voted on in the October meeting. Ryan gave an update on Belizean government

VIII. Employee Workplace Safety Task Force (Shawn)

Dylan to chat with Rich K to form a task/work group to address workplace safety and work at height.

IX. Inspector Certification – administrative changes (Shawn) Mandy  
to follow up with ICE on new operational processes with in the ACCT office in order to fix things falling through the cracks.

X. BOD elections – 3 openings – identify who and what we need (Bahman)

XI. Gary Nesbit: insurance update (Tues noon lunch, update 1-2pm) (Gary N.)  
PowerPoint presentation attached



XII. Finance Committee Report (Carson) Carson talked through the plan suggested by finance committee and adjustments he suggests. It's basically a CD letter. This included a discussion of how to grow/ what to do with savings account. Carson gave a report on the Committee and their interest in sporting other committees.

XIII. Ethics Committee Report (Ryan)  
Multiple ethics grievances have been forwarded to the board from the Ethics Committee. These to be addressed by the board.  
Motion to go into closed session by: Carson Rivers  
Seconded by: Bahman Azarm  
Discussion: none  
Motion Carried:

Motion to go into leave closed session by: Sara Bell  
Seconded by: Ryan Olson  
Discussion: none  
Motion: Carried

In open session, joined by John Lazarus and Keith Jacobs to discuss the Ethics Complaints before the Board. Micah Henderson present as well.

Motion to go into closed session by: Carson Rivers  
Seconded by: Mandy Stewart  
Discussion: How this discussion fits into the Ethics Procedures and Robert's Rules  
Motion: Carried:

Motion to go into leave closed session by: Bahman Azarm  
Seconded by: Dylan Burt  
Discussion: none  
Motion: Carried:

Motion: To accept the two reports from the Ethics Committee dated August 5, 2018  
Motioned by: Sara Bell  
Seconded by: Mandy Stewart  
Discussion:  
Opposed: 0 Abstain: 0 Affirmative: Unanimous

Motion: To approve the actions detailed in the letter to Bob Ryan from the Board of Directors dated September 10, 2018. (Letter attached)  
Motioned by: Carson Rivers  
Second by Paul Cummings  
Discussion:  
Opposed: 0 Abstain: 0 Affirmative: Unanimous

## Adjourn

Motion to Adjourn



Second by:  
Motion:  
Time: MDT



**To: ACCT Board**  
**From: Shawn Tierney, Executive Director**  
**Date: 9/4/18**

**RE: September Board Report**

### **Summary of Activities**

#### **July/August Financial Statements**

The accountant is finishing the July financial statements this week (or early next week) and I will place them in the Board drive for review – if I have them in time for the meeting. I am hoping to have the August statements by the end of Sept. Carson and I hold a weekly finance meeting every Friday at 11:00am MST via Go-to-meeting and all BOD members are welcome to attend.

#### **Policy Director Position**

We will discuss the vacant policy director position during the meeting.

#### **ANSI Audit**

We were notified on 9/4 that the audit has closed, and that ACCT has been re-accredited.

#### **Quarterly Call with Chairs**

The first in a series of quarterly calls with Chairs was held via GTM on Wed., August 22<sup>nd</sup> from 2-3pm MST. The call was well attended, and there were very few questions about the plethora of information that was presented.

#### **VAP F2F Meeting**

The VAP will be meeting in MD on September 24/25. I am planning on attending for a day (mostly to set the tone for “re-vamping” the program), and Eric Wood will be attending the full 2-days of the meeting.

#### **Asia In-House Inspector Training Events**

I am currently reviewing two proposals for In-House Inspector trainings to be held this fall (dates TBD, but likely in November): one in Singapore (Camelot), and one in Korea (KYWA). These trainings have been offered in the past, with Kathy Haras and Bill Weaver as the trainers.

#### **Inspector Certification**

We will discuss this during the meeting as I will be proposing changes to how the program is administered.

## **ASTM Task Force / Outreach**

We will discuss this issue more during the meeting.

## **October PVM Symposium**

A symposium is currently in the planning stages for October 12 to coincide with the ASTM meetings in San Diego, CA. Erik Marter is creating the agenda. We had roughly **40 people** (PVM principals or their designate) who indicated their desire to attend, but only **4 people** have actually registered as of 9/4. We have reserved a meeting room at the OMNI Hotel for the meeting.

## **ACC Chair / Program Accreditation**

Micah Henderson has assumed the role of the Chair, and has submitted all of the work product from the ACC for program accreditation. All of the material is in the BOD drive.

## **September BOD meeting**

We will be meeting on September 10-11 at the new office location in Longmont. I have reserved the conference room at the office for both days, and I have reserved a block of rooms for the BOD at the Fairfield Inn next to the office. The JotForm for BOD member travel plans is in the BOD drive.

## **FY19 Organizational Priorities – September Update**

### **1. Increase Membership and Value**

- 1.1 Improved workshops: *In process for the 2019 conference.*
- 1.2 Two or three regional gatherings: *Bahman has committed to organizing a regional gathering in CT, and I believe he has already conducted the event.*
- 1.3 Feasibility of an Asian conference: *an initial discussion between Melissa and myself took place in early July.*
  - 1.3.1 Location
  - 1.3.2 Market
  - 1.3.3 Dates
- 1.4 Update member communications
  - 1.4.1 Clean up the website: *In process.*
  - 1.4.2 Ongoing and regular communication: *we released our new bi-monthly newsletter in July. The newsletter will replace Clipboard. We published one issue of Parallel Lines in June and plan to discontinue that publication in FY19.*

### **2. Government Relations**

- 2.1 Staff member hired by ~~August 1, 2018~~: *(Revise: discussion and BOD input is requested).*
- 2.2 Staff member tasks:
  - 2.2.1 Create a listing of regulatory agencies
  - 2.2.2 Identify current regulations
  - 2.2.3 Publish this list for the membership
  - 2.2.4 Start establishing relationships with regulators

### **3. Vendor Accreditation**

- 3.1 Taskforce populated by ~~June 30, 2018~~: *This will be addressed at the F2F meeting of the VAP in Sept.*
- 3.2 Board receives work product for review by ~~October 1, 2018~~ *(Revise)*

3.3 Revamped program completed by December 31, 2018

#### 4. Program Accreditation

- 4.1 2<sup>nd</sup> pilot program completed in ~~May, 2018~~: *the second pilot took place in July.*
- 4.2 Proposed program to the Board by ~~June 30, 2018~~. **September**; *the proposed program is in the BOD drive for review.*
- 4.3 Board to evaluate in ~~July, 2018~~ **September**
- 4.4 Final review by the ACC in ~~August, 2018~~ (Revise)
- 4.5 PVM two-week comment period: ~~Aug/Sept, 2018~~ (Revise)
- 4.6 Board final approval, ~~September, 2018~~ (Revise)

#### 5. Organizational Structure

5.1 Develop and maintain an improved financial plan: *Carson has been working to get the finance committee organized and understanding the tools we currently have in place as the first priority. Two committee members also did a review of our current processes and procedures for banking, AP/AR, expenses reimbursements, invoicing, and payment processing. We also have a recommendation from a committee member for investment strategies for our cash reserves:*

*“One possibility to enhance revenues while maintaining a modicum of liquidity and total safety would be the following:*

1. *Define the amount of cash reserves that is not needed for the next 2 months.*
2. *Divide the resulting amount into 3 equal parts*
3. *Invest 1/3 in an FDIC-insured Bank CD for 3 months; another 1/3 for 6 months; and the last 1/3 for one year.*
4. *When the first 3-month CD matures, renew it for 6 months.”*

#### 5.2 Implementation of organizational tools

5.2.1 Internal communication: *Carson and Mandy have been helping the staff with Slack, Asana, and team drives. We are evaluating the needs of volunteer groups and we have already added team drives for the ACC, ASTM task force, a “community drive”, Finance committee, GC, Events, Membership, Government relations, PPA, PCTF, and the VAP. Some groups are also starting to use Slack.*

5.2.2 Project management: *we have upgraded to the premium version of Asana at the staff level to open up additional features.*

5.2.3 Training of staff: *Carson and Mandy have been providing ongoing support and coaching.*

#### 5.3 Board and Leadership Development

5.3.1 Board retreat: *will not take place for the September BOD F2F meeting.*

#### 5.4 Volunteer Development

5.4.1 System for intake, placement, and training

5.4.2 Information package for new leaders (Board and Committee Chairs)

5.4.3 Chair training and education



# Quarterly Management Report

Association for Challenge Course Technology

For the period ended June 30, 2018



Prepared by

**Kristi L. Hattig, CPA LLC**

Prepared on

**August 10, 2018**

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**Balance Sheet**

As of June 30, 2018

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Chase Operating	119,404.33
Chase Savings	250,161.85
<b>Total Bank Accounts</b>	<b>369,566.18</b>
<b>Other Current Assets</b>	
Merchant Card - Undeposited Funds	5,332.76
Prepaid Expenses	5,258.80
Prepaid Insurance	8,425.76
<b>Total Other Current Assets</b>	<b>19,017.32</b>
<b>Total Current Assets</b>	<b>388,583.50</b>
<b>TOTAL ASSETS</b>	<b>\$388,583.50</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
Chase Card	333.63
Chase Card - 1061 Shawn Tierney	27.11
<b>Total Chase Card</b>	<b>360.74</b>
<b>Total Credit Cards</b>	<b>360.74</b>
<b>Total Current Liabilities</b>	<b>360.74</b>
<b>Total Liabilities</b>	<b>360.74</b>
<b>Equity</b>	
Retained Earnings	361,132.37
Net Income	27,090.39
<b>Total Equity</b>	<b>388,222.76</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$388,583.50</b>

# Profit and Loss Comparison

April - June, 2018

	Apr - Jun, 2018	Apr - Jun, 2017 (PY)	Total
<b>INCOME</b>			
Events			
Advertising Income			275.00
Conference fees			
Conference - Other	0.00		227.71
Conference Registration			175.00
<b>Total Conference fees</b>	<b>0.00</b>		<b>402.71</b>
Event Sponsorships			12,831.00
<b>Total Events</b>	<b>0.00</b>		<b>13,508.71</b>
Income			
Other / Interest Income	40.00		3.58
<b>Total Income</b>	<b>40.00</b>		<b>3.58</b>
Membership			
Individual Memberships	9,842.00		8,635.00
Organizational Memberships	33,960.00		42,910.37
<b>Total Membership</b>	<b>43,802.00</b>		<b>51,545.37</b>
Operations			
Other Certification			800.00
Vendor Accreditation	2,883.00		4,000.00
<b>Total Operations</b>	<b>2,883.00</b>		<b>4,800.00</b>
Publication & Retail Sales			
Job Listings	720.00		575.00
Standards Sales	6,106.00		3,840.46
Standards Shipping Fees			31.54
<b>Total Standards Sales</b>	<b>6,106.00</b>		<b>3,872.00</b>
<b>Total Publication &amp; Retail Sales</b>	<b>6,826.00</b>		<b>4,447.00</b>
Recovery Income (deleted)			
Reviewer Travel Expense Fees (deleted)			-1,126.65
<b>Total Recovery Income (deleted)</b>			<b>-1,126.65</b>
Sales of Product Income	3,219.00		
<b>Total Income</b>	<b>56,770.00</b>		<b>73,178.01</b>
<b>GROSS PROFIT</b>	<b>56,770.00</b>		<b>73,178.01</b>
<b>EXPENSES</b>			
Bank Fees	2.72		
Bank Service Charges	55.09		115.00
Credit Card Finance Charges	310.31		
Merchant Service Fees	2,844.65		701.53
<b>Total Bank Fees</b>	<b>3,212.77</b>		<b>816.53</b>
Board of Directors & Governance (deleted)	2,524.69		
BOD & Committee Meeting Expenses (deleted)	928.07		1,447.83
BOD & Committee Travel (deleted)	7,510.89		4,507.16

		<b>Total</b>
	<b>Apr - Jun, 2018</b>	<b>Apr - Jun, 2017 (PY)</b>
<b>Total Board of Directors &amp; Governance (deleted)</b>	<b>10,963.65</b>	<b>5,954.99</b>
Events-		
Conference Expenses		390.00
Event/Crowd Compass (deleted)	2,589.93	4,322.76
Site Selection (deleted)	1,314.07	
Supplies & Equipment (deleted)	64.65	
<b>Total Conference Expenses</b>	<b>3,968.65</b>	<b>4,712.76</b>
Staff Meals (deleted)	477.01	
Workgroup Expenses (deleted)		583.20
<b>Total Events-</b>	<b>4,445.66</b>	<b>5,295.96</b>
General Operating 1 (deleted)		
Meals & Entertainment (deleted)		694.95
Software Subscriptions (deleted)	1,743.93	863.72
Staff Travel (deleted)	4,840.88	
Travel (deleted)		5,969.50
Travel Meals (deleted)		400.84
<b>Total Staff Travel (deleted)</b>	<b>4,840.88</b>	<b>6,370.34</b>
<b>Total General Operating 1 (deleted)</b>	<b>6,584.81</b>	<b>7,929.01</b>
General Operating 2 (deleted)		
Office Rent & Storage (deleted)	4,792.00	2,711.17
Office Supplies (deleted)	1,912.06	504.42
Postage and Shipping (deleted)	690.17	74.62
<b>Total General Operating 2 (deleted)</b>	<b>7,394.23</b>	<b>3,290.21</b>
Insurance	17.88	
Cyber Policy	321.75	321.75
Directors & Officers	534.63	1,034.85
General Liability	1,988.24	339.24
Professional Liability	1,685.76	1,685.76
Volunteer Accident	159.99	159.99
Workers Comp	340.90	209.79
<b>Total Insurance</b>	<b>5,049.15</b>	<b>3,751.38</b>
Licenses/Taxes/Dues (deleted)		
Colorado Fees (deleted)	10.00	
<b>Total Licenses/Taxes/Dues (deleted)</b>	<b>10.00</b>	
Marketing (deleted)		
Other (deleted)	1,035.00	
Website Fees (deleted)	1,955.67	395.39
<b>Total Marketing (deleted)</b>	<b>2,990.67</b>	<b>395.39</b>
Membership Workgroup (deleted)		
Awards (deleted)		1,500.00
<b>Total Membership Workgroup (deleted)</b>		<b>1,500.00</b>
Office Supplies	27.11	
Operations- (deleted)		

		<b>Total</b>
	<b>Apr - Jun, 2018</b>	<b>Apr - Jun, 2017 (PY)</b>
ANSI Membership (deleted)	2,629.38	
Inspector Certification Expenses (deleted)	1,790.00	182.66
New Program Start Up Expenses (deleted)		2,143.00
Panel & Work Group Expenses (deleted)	473.69	1,450.72
Standards Development (deleted)	2,150.00	800.00
Vendor Accreditation Expenses (deleted)	6,968.90	
<b>Total Operations- (deleted)</b>	<b>14,011.97</b>	<b>4,576.38</b>
Postage & Shipping	96.10	
Professional Services		
Accountant	3,000.00	4,841.25
Attorney	8,390.00	2,542.00
Government Relations	100.00	
Management Company (deleted)	10,750.22	26,138.34
Other Professional Services	225.00	4,750.00
<b>Total Professional Services</b>	<b>22,465.22</b>	<b>38,271.59</b>
Publications & Retail Sales (deleted)		
Postage & Shipping (deleted)		14.70
Standards Publication (deleted)	30.00	419.40
<b>Total Publications &amp; Retail Sales (deleted)</b>	<b>30.00</b>	<b>434.10</b>
Rent & Storage	195.00	
Salaries, Wages, & Related (deleted)		
Payroll Processing Fees (deleted)	482.57	666.72
Payroll Taxes (deleted)	24,689.82	19,835.77
Salaries & Wages (deleted)	61,291.17	45,975.58
<b>Total Salaries, Wages, &amp; Related (deleted)</b>	<b>86,463.56</b>	<b>66,478.07</b>
Telecommunications	249.58	
Internet (deleted)		41.15
Telephone (deleted)	174.79	927.19
<b>Total Telecommunications</b>	<b>424.37</b>	<b>968.34</b>
Travel		
Other Travel	153.47	
<b>Total Travel</b>	<b>153.47</b>	
Unapplied Cash Bill Payment Expense		-100.00
<b>Total Expenses</b>	<b>164,517.74</b>	<b>139,561.95</b>
<b>NET OPERATING INCOME</b>	<b>-107,747.74</b>	<b>-66,383.94</b>
<b>NET INCOME</b>	<b>\$ -107,747.74</b>	<b>\$ -66,383.94</b>

# Monthly Budget vs. Actuals FY 2018

July 2017 - June 2018

	Actual	Budget	over Budget	Total % of Budget
<b>INCOME</b>				
Events				
Advertising Income		6,000.00	-6,000.00	
Conference fees	1,400.00		1,400.00	
Conference - Other	3,436.00		3,436.00	
Conference Registration	445,519.50	442,700.00	2,819.50	100.64 %
<b>Total Conference fees</b>	<b>450,355.50</b>	<b>442,700.00</b>	<b>7,655.50</b>	<b>101.73 %</b>
Event Sponsorships	16,000.00	28,000.00	-12,000.00	57.14 %
Exhibit Hall Fees (deleted)	167,350.00	135,000.00	32,350.00	123.96 %
Symposia	5,890.00	8,500.00	-2,610.00	69.29 %
<b>Total Events</b>	<b>639,595.50</b>	<b>620,200.00</b>	<b>19,395.50</b>	<b>103.13 %</b>
Income				
Other / Interest Income	159.66	1,596.00	-1,436.34	10.00 %
<b>Total Income</b>	<b>159.66</b>	<b>1,596.00</b>	<b>-1,436.34</b>	<b>10.00 %</b>
Membership				
Awards Revenue	1,045.00		1,045.00	
Individual Memberships	38,565.00	36,150.00	2,415.00	106.68 %
Organizational Memberships	172,949.55	178,000.00	-5,050.45	97.16 %
<b>Total Membership</b>	<b>212,559.55</b>	<b>214,150.00</b>	<b>-1,590.45</b>	<b>99.26 %</b>
Operations				
Inspector Certification				
Application/Renewal Fees	36,818.00	8,000.00	28,818.00	460.23 %
Certification Test	125.00	25,110.00	-24,985.00	0.50 %
Prep Course		16,899.00	-16,899.00	
<b>Total Inspector Certification</b>	<b>36,943.00</b>	<b>50,009.00</b>	<b>-13,066.00</b>	<b>73.87 %</b>
Vendor Accreditation	96,985.69	81,000.00	15,985.69	119.74 %
<b>Total Operations</b>	<b>133,928.69</b>	<b>142,259.00</b>	<b>-8,330.31</b>	<b>94.14 %</b>
Other Income (deleted)	0.00		0.00	
Miscellaneous (deleted)	3,695.96		3,695.96	

Association for Challenge Course Technology - Cash Basis

				<b>Total</b>
	<b>Actual</b>	<b>Budget</b>	<b>over Budget</b>	<b>% of Budget</b>
<b>Total Other Income (deleted)</b>	<b>3,695.96</b>		<b>3,695.96</b>	
Publication & Retail Sales				
ACCT University		2,000.00	-2,000.00	
Job Listings	2,735.00	1,500.00	1,235.00	182.33 %
Publication Advertising		2,250.00	-2,250.00	
Standards Sales	28,902.73	24,050.00	4,852.73	120.18 %
Standard Sales - Spanish Version		5,000.00	-5,000.00	
<b>Total Standards Sales</b>	<b>28,902.73</b>	<b>29,050.00</b>	<b>-147.27</b>	<b>99.49 %</b>
<b>Total Publication &amp; Retail Sales</b>	<b>31,637.73</b>	<b>34,800.00</b>	<b>-3,162.27</b>	<b>90.91 %</b>
Sales of Product Income	3,219.00		3,219.00	
Sponsorships & Fundraising				
New Event Sponsorships		15,000.00	-15,000.00	
<b>Total Sponsorships &amp; Fundraising</b>		<b>15,000.00</b>	<b>-15,000.00</b>	
<b>Total Income</b>	<b>1,024,796.09</b>	<b>1,028,005.00</b>	<b>-3,208.91</b>	<b>99.69 %</b>
<b>GROSS PROFIT</b>	<b>1,024,796.09</b>	<b>1,028,005.00</b>	<b>-3,208.91</b>	<b>99.69 %</b>
<b>EXPENSES</b>				
Bank Fees	2.72		2.72	
Bank Service Charges	423.03	750.00	-326.97	56.40 %
Credit Card Finance Charges	973.92	744.00	229.92	130.90 %
Merchant Service Fees	37,547.55	21,500.00	16,047.55	174.64 %
Paypal Fees (deleted)	242.96	500.00	-257.04	48.59 %
<b>Total Bank Fees</b>	<b>39,190.18</b>	<b>23,494.00</b>	<b>15,696.18</b>	<b>166.81 %</b>
Board of Directors & Governance (deleted)	6,674.14		6,674.14	
BOD & Committee Meeting Expenses (deleted)	6,547.90	4,500.00	2,047.90	145.51 %
BOD & Committee Telephone (deleted)		15,000.00	-15,000.00	
BOD & Committee Travel (deleted)	12,191.87		12,191.87	
<b>Total Board of Directors &amp; Governance (deleted)</b>	<b>25,413.91</b>	<b>19,500.00</b>	<b>5,913.91</b>	<b>130.33 %</b>
Events-	63.20		63.20	
Conference Expenses	70,934.77		70,934.77	
Advertising/Promotional (deleted)	5,574.78		5,574.78	
Audio Visual (deleted)	12,162.97	18,000.00	-5,837.03	67.57 %



Association for Challenge Course Technology - Cash Basis

	<b>Actual</b>	<b>Budget</b>	<b>over Budget</b>	<b>Total % of Budget</b>
Computer Rentals (deleted)	1,350.00	1,250.00	100.00	108.00 %
Conference Committee (deleted)	513.07		513.07	
Conference Reg & Program Design (deleted)	1,808.00	2,000.00	-192.00	90.40 %
EMT's (deleted)		2,000.00	-2,000.00	
Event/Crowd Compass (deleted)	6,912.68	8,645.52	-1,732.84	79.96 %
Food & Beverage (deleted)	177,896.88	206,263.61	-28,366.73	86.25 %
Giveaways / Publicity (deleted)	252.90	6,500.00	-6,247.10	3.89 %
Hotel Room Fees (deleted)	8.50	25,000.00	-24,991.50	0.03 %
Keynote Speaker (deleted)	2,303.23	1,600.00	703.23	143.95 %
Miscellaneous Conference Expenses (deleted)	5,339.20	500.00	4,839.20	1,067.84 %
Printing & Signage (deleted)		500.00	-500.00	
Program Printing (deleted)	6,351.53	9,700.00	-3,348.47	65.48 %
Ribbons & Badges (deleted)	603.34	1,500.00	-896.66	40.22 %
Security (deleted)	880.00	5,100.00	-4,220.00	17.25 %
Shipping (deleted)	1,220.00	2,000.00	-780.00	61.00 %
Site Selection (deleted)	5,435.75		5,435.75	
Supplies & Equipment (deleted)	2,953.82	1,200.00	1,753.82	246.15 %
Transportation (deleted)	1,750.00		1,750.00	
Vendor Training (deleted)	14,120.00	24,000.00	-9,880.00	58.83 %
Workshop Committee Reimbursement (deleted)	2,697.80	5,000.00	-2,302.20	53.96 %
<b>Total Conference Expenses</b>	<b>321,069.22</b>	<b>320,759.13</b>	<b>310.09</b>	<b>100.10 %</b>
Exhibit Hall Expenses (deleted)				
Conference Service Provider (deleted)	42,708.57	34,174.00	8,534.57	124.97 %
Decorator (deleted)	16,774.51	20,000.00	-3,225.49	83.87 %
<b>Total Exhibit Hall Expenses (deleted)</b>	<b>59,483.08</b>	<b>54,174.00</b>	<b>5,309.08</b>	<b>109.80 %</b>
New Event Expenses (deleted)	4,412.00		4,412.00	
Staff Meals (deleted)	523.23		523.23	
Workgroup Expenses (deleted)	795.70		795.70	
<b>Total Events-</b>	<b>386,346.43</b>	<b>374,933.13</b>	<b>11,413.30</b>	<b>103.04 %</b>
General Operating 1 (deleted)				
Meals & Entertainment (deleted)	118.08	900.00	-781.92	13.12 %

Association for Challenge Course Technology - Cash Basis

	Actual	Budget	over Budget	Total % of Budget
Professional Development (deleted)		2,250.00	-2,250.00	
Software Subscriptions (deleted)	4,387.04		4,387.04	
Staff Travel (deleted)	15,345.19	6,000.00	9,345.19	255.75 %
<b>Total General Operating 1 (deleted)</b>	<b>19,850.31</b>	<b>9,150.00</b>	<b>10,700.31</b>	<b>216.94 %</b>
General Operating 2 (deleted)				
Office Rent & Storage (deleted)	10,510.67	5,260.00	5,250.67	199.82 %
Office Supplies (deleted)	3,053.48	3,000.00	53.48	101.78 %
Outside Labor (deleted)	200.00	1,100.00	-900.00	18.18 %
Postage and Shipping (deleted)	1,385.79	3,198.00	-1,812.21	43.33 %
Printing (deleted)	1,939.89	1,000.00	939.89	193.99 %
<b>Total General Operating 2 (deleted)</b>	<b>17,089.83</b>	<b>13,558.00</b>	<b>3,531.83</b>	<b>126.05 %</b>
Insurance	29.80		29.80	
Conference Cancellation		1,331.00	-1,331.00	
Cyber Policy	1,287.00	1,300.00	-13.00	99.00 %
Directors & Officers	2,652.42	4,077.00	-1,424.58	65.06 %
General Liability	3,005.96	1,357.00	1,648.96	221.52 %
Office & GL Insurance (deleted)		548.00	-548.00	
Professional Liability	6,743.04	6,743.00	0.04	100.00 %
Volunteer Accident	1,578.96	640.00	938.96	246.71 %
Workers Comp	959.11		959.11	
<b>Total Insurance</b>	<b>16,256.29</b>	<b>15,996.00</b>	<b>260.29</b>	<b>101.63 %</b>
Licenses/Taxes/Dues (deleted)				
Colorado Fees (deleted)	160.00	300.00	-140.00	53.33 %
Delaware fees (deleted)	383.00	300.00	83.00	127.67 %
<b>Total Licenses/Taxes/Dues (deleted)</b>	<b>543.00</b>	<b>600.00</b>	<b>-57.00</b>	<b>90.50 %</b>
Marketing (deleted)				
Other (deleted)	1,637.50		1,637.50	
Website Fees (deleted)	8,951.73	9,598.00	-646.27	93.27 %
<b>Total Marketing (deleted)</b>	<b>10,589.23</b>	<b>9,598.00</b>	<b>991.23</b>	<b>110.33 %</b>
Membership Workgroup (deleted)				
Awards (deleted)	-995.14	1,500.00	-2,495.14	-66.34 %

Association for Challenge Course Technology - Cash Basis

	<b>Actual</b>	<b>Budget</b>	<b>over Budget</b>	<b>Total % of Budget</b>
Research Grant (deleted)		1,500.00	-1,500.00	
<b>Total Membership Workgroup (deleted)</b>	<b>-995.14</b>	<b>3,000.00</b>	<b>-3,995.14</b>	<b>-33.17 %</b>
Office Supplies	27.11		27.11	
Operations- (deleted)				
ANSI Membership (deleted)	4,382.30	7,380.00	-2,997.70	59.38 %
Inspector Certification Expenses (deleted)	5,419.76		5,419.76	
2 PA Events (deleted)		2,400.00	-2,400.00	
ACC Meeting (deleted)		4,500.00	-4,500.00	
PAP Meeting (deleted)		2,000.00	-2,000.00	
Test Materials (deleted)	266.90	1,500.00	-1,233.10	17.79 %
VAP Meeting (deleted)		7,000.00	-7,000.00	
<b>Total Inspector Certification Expenses (deleted)</b>	<b>5,686.66</b>	<b>17,400.00</b>	<b>-11,713.34</b>	<b>32.68 %</b>
Panel & Work Group Expenses (deleted)	18,911.37	7,000.00	11,911.37	270.16 %
Standards Development (deleted)	4,750.00	9,000.00	-4,250.00	52.78 %
Vendor Accreditation Expenses (deleted)	29,072.73		29,072.73	
<b>Total Operations- (deleted)</b>	<b>62,803.06</b>	<b>40,780.00</b>	<b>22,023.06</b>	<b>154.00 %</b>
Postage & Shipping	96.10		96.10	
Professional Services				
Accountant	14,965.00	15,000.00	-35.00	99.77 %
Attorney	15,026.00	9,750.00	5,276.00	154.11 %
Government Relations	1,575.00	20,004.00	-18,429.00	7.87 %
Management Company (deleted)	49,862.72	62,100.00	-12,237.28	80.29 %
Other Professional Services	225.00		225.00	
PR/Marketing (deleted)	24,300.00	20,004.00	4,296.00	121.48 %
<b>Total Professional Services</b>	<b>105,953.72</b>	<b>126,858.00</b>	<b>-20,904.28</b>	<b>83.52 %</b>
Publications & Retail Sales (deleted)	700.00		700.00	
Postage & Shipping (deleted)	97.90		97.90	
Standards Publication (deleted)	120.00	120.00	0.00	100.00 %
Spanish Translation of Standards (deleted)	2,213.00	2,143.00	70.00	103.27 %
<b>Total Standards Publication (deleted)</b>	<b>2,333.00</b>	<b>2,263.00</b>	<b>70.00</b>	<b>103.09 %</b>
<b>Total Publications &amp; Retail Sales (deleted)</b>	<b>3,130.90</b>	<b>2,263.00</b>	<b>867.90</b>	<b>138.35 %</b>

Association for Challenge Course Technology - Cash Basis

	Actual	Budget	over Budget	Total % of Budget
Rent & Storage	195.00		195.00	
Salaries, Wages, & Related (deleted)				
Miscellaneous (deleted)	990.24		990.24	
Payroll Processing Fees (deleted)	1,810.37	3,120.00	-1,309.63	58.02 %
Payroll Taxes (deleted)	88,014.56	68,146.00	19,868.56	129.16 %
Salaries & Wages (deleted)	210,568.39	206,526.00	4,042.39	101.96 %
<b>Total Salaries, Wages, &amp; Related (deleted)</b>	<b>301,383.56</b>	<b>277,792.00</b>	<b>23,591.56</b>	<b>108.49 %</b>
Special Projects (deleted)	1,449.14		1,449.14	
Telecommunications	2,664.25		2,664.25	
Internet (deleted)		2,640.00	-2,640.00	
Telephone (deleted)	1,101.34		1,101.34	
<b>Total Telecommunications</b>	<b>3,765.59</b>	<b>2,640.00</b>	<b>1,125.59</b>	<b>142.64 %</b>
Travel				
Other Travel	153.47		153.47	
<b>Total Travel</b>	<b>153.47</b>		<b>153.47</b>	
<b>Total Expenses</b>	<b>993,241.69</b>	<b>920,162.13</b>	<b>73,079.56</b>	<b>107.94 %</b>
<b>NET OPERATING INCOME</b>	<b>31,554.40</b>	<b>107,842.87</b>	<b>-76,288.47</b>	<b>29.26 %</b>
<b>OTHER EXPENSES</b>				
Other Miscellaneous Expense (deleted)	108.84		108.84	
<b>Total Other Expenses</b>	<b>108.84</b>	<b>0.00</b>	<b>108.84</b>	<b>0.00%</b>
<b>NET OTHER INCOME</b>	<b>-108.84</b>	<b>0.00</b>	<b>-108.84</b>	<b>0.00%</b>
<b>NET INCOME</b>	<b>\$31,445.56</b>	<b>\$107,842.87</b>	<b>\$ -76,397.31</b>	<b>29.16 %</b>

# Monthly Budget vs. Actuals FY 2018

April - June, 2018

	Actual	Budget	over Budget	Total % of Budget
<b>INCOME</b>				
Events				
Advertising Income		6,000.00	-6,000.00	
Conference fees	0.00		0.00	
Conference Registration	0.00	442,700.00	-442,700.00	0.00 %
<b>Total Conference fees</b>	<b>0.00</b>	<b>442,700.00</b>	<b>-442,700.00</b>	<b>0.00 %</b>
Event Sponsorships		28,000.00	-28,000.00	
Exhibit Hall Fees (deleted)	0.00	135,000.00	-135,000.00	0.00 %
Symposia	0.00	8,500.00	-8,500.00	0.00 %
<b>Total Events</b>	<b>0.00</b>	<b>620,200.00</b>	<b>-620,200.00</b>	<b>0.00 %</b>
Income				
Other / Interest Income	40.00	1,596.00	-1,556.00	2.51 %
<b>Total Income</b>	<b>40.00</b>	<b>1,596.00</b>	<b>-1,556.00</b>	<b>2.51 %</b>
Membership				
Individual Memberships	9,842.00	36,150.00	-26,308.00	27.23 %
Organizational Memberships	33,960.00	178,000.00	-144,040.00	19.08 %
<b>Total Membership</b>	<b>43,802.00</b>	<b>214,150.00</b>	<b>-170,348.00</b>	<b>20.45 %</b>
Operations		11,250.00	-11,250.00	
Inspector Certification				
Application/Renewal Fees	0.00	8,000.00	-8,000.00	0.00 %
Certification Test		25,110.00	-25,110.00	
Prep Course		16,899.00	-16,899.00	
<b>Total Inspector Certification</b>	<b>0.00</b>	<b>50,009.00</b>	<b>-50,009.00</b>	<b>0.00 %</b>
Vendor Accreditation	2,883.00	81,000.00	-78,117.00	3.56 %
<b>Total Operations</b>	<b>2,883.00</b>	<b>142,259.00</b>	<b>-139,376.00</b>	<b>2.03 %</b>
Publication & Retail Sales				
ACCT University		2,000.00	-2,000.00	
Job Listings	720.00	1,500.00	-780.00	48.00 %
Publication Advertising		2,250.00	-2,250.00	

Association for Challenge Course Technology - Cash Basis

				<b>Total</b>
	<b>Actual</b>	<b>Budget</b>	<b>over Budget</b>	<b>% of Budget</b>
Standards Sales	6,106.00	24,050.00	-17,944.00	25.39 %
Standard Sales - Spanish Version		5,000.00	-5,000.00	
<b>Total Standards Sales</b>	<b>6,106.00</b>	<b>29,050.00</b>	<b>-22,944.00</b>	<b>21.02 %</b>
<b>Total Publication &amp; Retail Sales</b>	<b>6,826.00</b>	<b>34,800.00</b>	<b>-27,974.00</b>	<b>19.61 %</b>
Sales of Product Income	3,219.00		3,219.00	
Sponsorships & Fundraising				
New Event Sponsorships		15,000.00	-15,000.00	
<b>Total Sponsorships &amp; Fundraising</b>		<b>15,000.00</b>	<b>-15,000.00</b>	
<b>Total Income</b>	<b>56,770.00</b>	<b>1,028,005.00</b>	<b>-971,235.00</b>	<b>5.52 %</b>
<b>GROSS PROFIT</b>	<b>56,770.00</b>	<b>1,028,005.00</b>	<b>-971,235.00</b>	<b>5.52 %</b>
<b>EXPENSES</b>				
Bank Fees	2.72		2.72	
Bank Service Charges	55.09	750.00	-694.91	7.35 %
Credit Card Finance Charges	310.31	744.00	-433.69	41.71 %
Merchant Service Fees	2,844.65	21,500.00	-18,655.35	13.23 %
Paypal Fees (deleted)		500.00	-500.00	
<b>Total Bank Fees</b>	<b>3,212.77</b>	<b>23,494.00</b>	<b>-20,281.23</b>	<b>13.67 %</b>
Board of Directors & Governance (deleted)	2,524.69		2,524.69	
BOD & Committee Meeting Expenses (deleted)	928.07	4,500.00	-3,571.93	20.62 %
BOD & Committee Telephone (deleted)		15,000.00	-15,000.00	
BOD & Committee Travel (deleted)	7,510.89		7,510.89	
<b>Total Board of Directors &amp; Governance (deleted)</b>	<b>10,963.65</b>	<b>19,500.00</b>	<b>-8,536.35</b>	<b>56.22 %</b>
Events-				
Conference Expenses				
Audio Visual (deleted)		18,000.00	-18,000.00	
Computer Rentals (deleted)		1,250.00	-1,250.00	
Conference Reg & Program Design (deleted)		2,000.00	-2,000.00	
EMT's (deleted)		2,000.00	-2,000.00	
Event/Crowd Compass (deleted)	2,589.93	8,645.52	-6,055.59	29.96 %
Food & Beverage (deleted)		206,263.61	-206,263.61	
Giveaways / Publicity (deleted)		6,500.00	-6,500.00	

Association for Challenge Course Technology - Cash Basis

	Actual	Budget	over Budget	Total % of Budget
Hotel Room Fees (deleted)		25,000.00	-25,000.00	
Keynote Speaker (deleted)		1,600.00	-1,600.00	
Miscellaneous Conference Expenses (deleted)		500.00	-500.00	
Printing & Signage (deleted)		500.00	-500.00	
Program Printing (deleted)		9,700.00	-9,700.00	
Ribbons & Badges (deleted)		1,500.00	-1,500.00	
Security (deleted)		5,100.00	-5,100.00	
Shipping (deleted)		2,000.00	-2,000.00	
Site Selection (deleted)	1,314.07		1,314.07	
Supplies & Equipment (deleted)	64.65	1,200.00	-1,135.35	5.39 %
Vendor Training (deleted)		24,000.00	-24,000.00	
Workshop Committee Reimbursement (deleted)	0.00	5,000.00	-5,000.00	0.00 %
<b>Total Conference Expenses</b>	<b>3,968.65</b>	<b>320,759.13</b>	<b>-316,790.48</b>	<b>1.24 %</b>
Exhibit Hall Expenses (deleted)				
Conference Service Provider (deleted)		34,174.00	-34,174.00	
Decorator (deleted)		20,000.00	-20,000.00	
<b>Total Exhibit Hall Expenses (deleted)</b>		<b>54,174.00</b>	<b>-54,174.00</b>	
Staff Meals (deleted)	477.01		477.01	
<b>Total Events-</b>	<b>4,445.66</b>	<b>374,933.13</b>	<b>-370,487.47</b>	<b>1.19 %</b>
General Operating 1 (deleted)				
Meals & Entertainment (deleted)		900.00	-900.00	
Professional Development (deleted)		2,250.00	-2,250.00	
Software Subscriptions (deleted)	1,743.93		1,743.93	
Staff Travel (deleted)	4,840.88	6,000.00	-1,159.12	80.68 %
<b>Total General Operating 1 (deleted)</b>	<b>6,584.81</b>	<b>9,150.00</b>	<b>-2,565.19</b>	<b>71.97 %</b>
General Operating 2 (deleted)				
Office Rent & Storage (deleted)	4,792.00	5,260.00	-468.00	91.10 %
Office Supplies (deleted)	1,912.06	3,000.00	-1,087.94	63.74 %
Outside Labor (deleted)		1,100.00	-1,100.00	
Postage and Shipping (deleted)	690.17	3,198.00	-2,507.83	21.58 %
Printing (deleted)		1,000.00	-1,000.00	

Association for Challenge Course Technology - Cash Basis

	Actual	Budget	over Budget	Total % of Budget
<b>Total General Operating 2 (deleted)</b>	<b>7,394.23</b>	<b>13,558.00</b>	<b>-6,163.77</b>	<b>54.54 %</b>
Insurance	17.88		17.88	
Conference Cancellation		1,331.00	-1,331.00	
Cyber Policy	321.75	1,300.00	-978.25	24.75 %
Directors & Officers	534.63	4,077.00	-3,542.37	13.11 %
General Liability	1,988.24	1,357.00	631.24	146.52 %
Office & GL Insurance (deleted)		548.00	-548.00	
Professional Liability	1,685.76	6,743.00	-5,057.24	25.00 %
Volunteer Accident	159.99	640.00	-480.01	25.00 %
Workers Comp	340.90		340.90	
<b>Total Insurance</b>	<b>5,049.15</b>	<b>15,996.00</b>	<b>-10,946.85</b>	<b>31.57 %</b>
Licenses/Taxes/Dues (deleted)				
Colorado Fees (deleted)	10.00	300.00	-290.00	3.33 %
Delaware fees (deleted)		300.00	-300.00	
<b>Total Licenses/Taxes/Dues (deleted)</b>	<b>10.00</b>	<b>600.00</b>	<b>-590.00</b>	<b>1.67 %</b>
Marketing (deleted)				
Other (deleted)	1,035.00		1,035.00	
Website Fees (deleted)	1,955.67	9,598.00	-7,642.33	20.38 %
<b>Total Marketing (deleted)</b>	<b>2,990.67</b>	<b>9,598.00</b>	<b>-6,607.33</b>	<b>31.16 %</b>
Membership Workgroup (deleted)				
Awards (deleted)		1,500.00	-1,500.00	
Research Grant (deleted)		1,500.00	-1,500.00	
<b>Total Membership Workgroup (deleted)</b>		<b>3,000.00</b>	<b>-3,000.00</b>	
Office Supplies	27.11		27.11	
Operations- (deleted)				
ANSI Membership (deleted)	2,629.38	7,380.00	-4,750.62	35.63 %
Inspector Certification Expenses (deleted)	1,790.00		1,790.00	
2 PA Events (deleted)		2,400.00	-2,400.00	
ACC Meeting (deleted)		4,500.00	-4,500.00	
PAP Meeting (deleted)		2,000.00	-2,000.00	
Test Materials (deleted)		1,500.00	-1,500.00	



Association for Challenge Course Technology - Cash Basis

	Actual	Budget	over Budget	Total % of Budget
VAP Meeting (deleted)		7,000.00	-7,000.00	
<b>Total Inspector Certification Expenses (deleted)</b>	<b>1,790.00</b>	<b>17,400.00</b>	<b>-15,610.00</b>	<b>10.29 %</b>
Panel & Work Group Expenses (deleted)	473.69	7,000.00	-6,526.31	6.77 %
Standards Development (deleted)	2,150.00	9,000.00	-6,850.00	23.89 %
Vendor Accreditation Expenses (deleted)	6,968.90		6,968.90	
<b>Total Operations- (deleted)</b>	<b>14,011.97</b>	<b>40,780.00</b>	<b>-26,768.03</b>	<b>34.36 %</b>
Postage & Shipping	96.10		96.10	
Professional Services				
Accountant	3,000.00	15,000.00	-12,000.00	20.00 %
Attorney	9,390.00	9,750.00	-360.00	96.31 %
Government Relations	100.00	20,004.00	-19,904.00	0.50 %
Management Company (deleted)	10,750.22	62,100.00	-51,349.78	17.31 %
Other Professional Services	225.00		225.00	
PR/Marketing (deleted)		20,004.00	-20,004.00	
<b>Total Professional Services</b>	<b>23,465.22</b>	<b>126,858.00</b>	<b>-103,392.78</b>	<b>18.50 %</b>
Publications & Retail Sales (deleted)				
Standards Publication (deleted)	30.00	120.00	-90.00	25.00 %
Spanish Translation of Standards (deleted)		2,143.00	-2,143.00	
<b>Total Standards Publication (deleted)</b>	<b>30.00</b>	<b>2,263.00</b>	<b>-2,233.00</b>	<b>1.33 %</b>
<b>Total Publications &amp; Retail Sales (deleted)</b>	<b>30.00</b>	<b>2,263.00</b>	<b>-2,233.00</b>	<b>1.33 %</b>
Rent & Storage	195.00		195.00	
Salaries, Wages, & Related (deleted)				
Payroll Processing Fees (deleted)	482.57	3,120.00	-2,637.43	15.47 %
Payroll Taxes (deleted)	24,689.82	68,146.00	-43,456.18	36.23 %
Salaries & Wages (deleted)	61,291.17	206,526.00	-145,234.83	29.68 %
<b>Total Salaries, Wages, &amp; Related (deleted)</b>	<b>86,463.56</b>	<b>277,792.00</b>	<b>-191,328.44</b>	<b>31.13 %</b>
Telecommunications	249.58		249.58	
Internet (deleted)		2,640.00	-2,640.00	
Telephone (deleted)	174.79		174.79	
<b>Total Telecommunications</b>	<b>424.37</b>	<b>2,640.00</b>	<b>-2,215.63</b>	<b>16.07 %</b>
Travel				

Association for Challenge Course Technology - Cash Basis

	<b>Actual</b>	<b>Budget</b>	<b>over Budget</b>	<b>Total % of Budget</b>
Other Travel	153.47		153.47	
<b>Total Travel</b>	<b>153.47</b>		<b>153.47</b>	
<b>Total Expenses</b>	<b>165,517.74</b>	<b>920,162.13</b>	<b>-754,644.39</b>	<b>17.99 %</b>
NET OPERATING INCOME	-108,747.74	107,842.87	-216,590.61	-100.84 %
NET INCOME	\$ -108,747.74	\$107,842.87	\$ -216,590.61	-100.84 %