



Minutes for Board Meeting – March 21, 2018

Meeting Logistics:

3/21/18 9:00a to 10:30p MST

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 Mandy Stewart

X Paul Cummings

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: Micah Henderson

Proceedings:

Meeting called to order at: 9:03a MDT

Agenda

- I. Review and Approve Agenda
Motion to Approve by: Bahman Azarm
Seconded by: Sara Bell
Discussion: meeting items added late. Any Concerns? Add ASTM in Costa Rica
Motion: Unanimous
- II. Review and Approve Meeting Minutes from January 17, 2018 (Approved)
- III. Review and Approve Meeting Minutes from January 29, 2018 (Approved)
- IV. Review and Approve Meeting Minutes from February 21, 2018 (Approved)
- V. Review and Approve 2018 AGM DRAFT Minutes (Approved)
- VI. Executive Director Update (*copy attached*) *New financial tools being created to help with Budget development and understanding revenue and expense for parts of the*



organization. New tools will be presented and discussed at the April Board meeting. Shawn will start into new office space on April 1.

- VII. Managing Matters Update: *(copy attached)* No report this month
- VIII. Monthly Financial – Draft February financials *(copy attached)*
- IX. Q2 Final Financials (Attached)
- X. Cash Flow Projections (Shawn)

Unfinished Business

- XI. File and Communication Systems (Carson) Board needs more and different tools for managing the tasks and information of the board.
- XII. Awareness of commitments made at Conference by board and others. Assuring that we have items put together and not lost. Maintaining momentum. Association Gaps
(Carson) Tabled, Ben will forward a spreadsheet to board about task committed that will be available at April meeting.

New Business

- XIII. April Board Meeting Details (Shawn) Info is in Executive Director Report. Jot Form is going out this week.
- XIV. PVM Task Force Receive and Thank (Ben) tabled to April
- XV. ANSI Audit Response (Shawn and Ben) Review of results from Ben and that key issues that must be addressed. Board Chair and Consensus Group Chair will create a plan to be submitted by April 7th to address the concerns.
- XVI. ASTM Meeting in Costa Rica Update (Shawn) April meeting in Costa Rica. Addressed issues of assuring that the Associations Position is present in the room. Additional Strategy call with Mandy, Rich, Ben and Shawn, Ryan will be held in next 10 days to address the concerns. Shawn will set up the call.

Adjourn

Motion to Adjourn

Motion to Adjourn by: Ryan Olson
Second by: Mandy Stewart
Motion: Unanimous
Time: 10:36 MDT



To: ACCT Board
From: Shawn Tierney, Executive Director
Date: 3/19/18

RE: March Board Report

Summary of Activities

February Financial Statements: the DRAFT February financial statements are in Dropbox for review prior to the BOD meeting, along with the final Q2 (Oct-Dec, 2017) statements. 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. The main purpose of the meeting is to review and adjust our forecast tool once we have actuals from the financial statements.

FY19 Budget prep: Carson and I have started to prep the FY19 budget and we are shooting to have a good working draft to present at the April BOD meeting in Raleigh. We are currently looking at adding a classing system to the budget long with other changes/modifications to the chart of accounts. We will present this in much more detail at the April meeting. We will also review current FY actuals and our projections for ending the year at the Raleigh meeting.

April BOD meeting: the meeting will be held on April 23/24 at the Raleigh Marriott City Center hotel. I will be sending the Jot form out this week for BOD travel arrangements. Specific information about the meeting room, meals, the agenda for the meeting and other logistics will be sent out in the next 2 weeks.

COI Forms: conflict of interest forms have been updated for 2018 and are currently being circulated to the BOD, Committee Chairs, and other volunteers for signing and returning them.

Finance Committee: Carson has been getting the finance committee (currently four members) formed and up to speed on finance issues, role of the group, etc. Reb created a separate confidentiality and NDA form that committee members will sign in addition to signing our standard COI form.

Insurance Committee: Gary Nesbit has been getting the insurance committee formed and is planning a conference call I late March/early April to orient members to the role of the committee, review the terms of reference and outline goals of the rest of the current FY and beyond. Gary has also been in touch with Hibbs-Hallmark about having our insurance policies renew at the beginning of the fiscal year. Currently, all of ACCT's insurance policies renew at different time throughout the calendar year.

Business Manager hiring: Heather Brooks has accepted the position of business manager and will be starting the week of April 23 with a two-day training with Managing Matters in Toronto (mostly for orientation and training on YourMembership), and to get a sense of the daily functions of membership, publications and IT/website support), followed by training and orientation with me once she's in the office on April 30th. Heather brings strong industry and customer service experience to the position having spent the past seven years as a course manager and office manager with Royal Gorge Zip Tours in Canon City, CO. I look forward to welcoming Heather to our team.

ANSI Audit: we received the final audit report from ANSI last week, and Jim Converse has been working with Bill on our response, which is due on April 7th. Ben, Jim Converse, Bill, Bob Ryan and me held a call last week to discuss the report and to dialogue about our response. There are several key recommendations from the audit that need to be addressed – updating our procedures document and addressing membership on the Consensus Group. The ANSI report is in Dropbox for review and we will discuss the report in more detail on our call.

Standard Revisions/Public Comment Period: the proposed revisions to the standards went out for public comment in January, just prior to the conference. Comments are being compiled in a Jotform that was set-up by Scott Andrews. At this point, we have only received six comments but we anticipate many more by the deadline which is March 27th. The Consensus Group is scheduling a series of conference calls in preparation for processing public comments.

FY18 Organizational Priorities: March Updates

1. Savings Plan

- a. \$200k in reserve account: *DONE. \$200k was placed in a Chase savings account on June 29th 2017.*
- b. \$100k budgeted for each year to reach \$500k by FY20: *budget cuts have already been implemented and further cuts may be required in order to meet our FY18 goal of \$100k. The FY18 fixed budget has a net income surplus goal of \$107,842.*
- c. 10% net income goal: *On-Track, with cuts necessary and awaiting further information about final conference expenses. The FY18 budget has a slightly higher net income goal.*
- d. \$100k liquid minimum: *On-Track. As of 3/19/18 our business account has a balance of \$352,000.*

2. Government Relations

- a. Updated position statement: *DONE. We sent notice of the final statement in the December Clipboard, and it is currently on the website.*
- 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: *I am finalizing the GR plan in the next 2 weeks and will then circulate it to the GRC for their input and comments.*
- d. Jurisdictional approach strategy: *this will be part of the GRC multi-year plan to be completed by the end of March.*
- e. Current standing in each State/Jurisdiction: *this will be part of the GRC multi-year plan to be completed by the end of March.*

3. Program Accreditation

a. Phase 1 pilot completed by December 1, 2017: *DONE*. A pilot program was conducted the weekend of December 2nd – 3rd. The ACC is reviewing feedback from the program, and considering doing another pilot program, this time with a commercial operator.

b. Limited opening by July 2018: *We are looking at a soft launch of the program in summer/fall 2018 -- after gathering further input, especially from the PVM community, and other feedback from the conference, and then making additional changes to the program model.*

c. *the panel for program accreditation has been populated (six members), and a project site has established on Basecamp. Sara and Mandy from the BOD are continuing to liaise with the ACC, and Charles has been contributing administrative support as the group continues to finalize program documents, plan for another pilot program.*

4. Increase professionalism (quality) of conference workshops: *In-process. The conference workshop committee and Melissa are discussing this priority and have held calls with other individuals who have expressed an interest in helping to address and further this goal 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. The document is out for public comment and the CG has held several calls post conference in preparation for processing public comments.*

b. ANSI/ACCT standards translated into Spanish: *DONE*.

c. Consensus Group face-to-face meeting: *DONE. The CG had a F2F meeting in Denver in August, 2017, and met face-to-face in Fort Worth on Sunday, February 4th.*

d. Regular meeting and reporting schedule: *DONE. The SDC already holds monthly meetings, and the CG laid out a schedule for their next calls at their meeting in FW.*

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: *In process. Dylan has a draft of a flow chart for organizing files.*

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.*

Monthly Management Report

Association for Challenge Course Technology
For the period ended February 28, 2018



DRAFT

Prepared by

Kristi L. Hattig CPA, LLC

Prepared on

March 17, 2018

Table of Contents

Balance Sheet.....	3
Profit and Loss Comparison	4
Monthly Budget vs. Actuals FY 2017-2018	7
Profit and Loss YTD Comparison	11

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Balance Sheet

As of February 28, 2018

	Total
ASSETS	
Current Assets	
Bank Accounts	
Chase Operating	350,409.62
Chase Savings	200,108.70
Total Bank Accounts	550,518.32
Other Current Assets	
Merchant Card - Undeposited Funds	7,286.32
Prepaid Expenses	8,764.64
Prepaid Insurance	11,217.26
Total Other Current Assets	27,268.22
Total Current Assets	577,786.54
TOTAL ASSETS	\$577,786.54
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Chase Card	0.00
Chase Card - 0614 William Weaver	3,047.99
Chase Card - 1061 Shawn Tierney	2,708.65
Chase Card - 1344 Melissa Webb	5,661.37
Total Chase Card	11,418.01
Total Credit Cards	11,418.01
Total Current Liabilities	11,418.01
Total Liabilities	11,418.01
Equity	
Retained Earnings	361,132.37
Net Income	205,236.16
Total Equity	566,368.53
TOTAL LIABILITIES AND EQUITY	\$577,786.54

Profit and Loss Comparison

February 2018

	Feb 2018	Total Feb 2017 (PY)
INCOME		
Events		
Conference fees	0.00	
Conference - Other	0.00	2,775.81
Conference Registration	23,136.00	32,962.00
Total Conference fees	23,136.00	35,737.81
Exhibit Hall Fees	350.00	3,100.00
Symposia		595.00
Total Events	23,486.00	39,432.81
Membership		
Individual Memberships	2,675.00	3,215.00
Organizational Memberships	13,270.00	14,765.00
Total Membership	15,945.00	17,980.00
Operations		
Inspector Certification		7,380.00
Application/Renewal Fees	9,420.00	
Total Inspector Certification	9,420.00	7,380.00
Vendor Accreditation	4,427.00	9,000.00
Total Operations	13,847.00	16,380.00
Other Income		
Interest	12.27	1.29
Total Other Income	12.27	1.29
Publication & Retail Sales		
Job Listings	460.00	225.00
Standards Sales	1,729.00	905.00
Total Publication & Retail Sales	2,189.00	1,130.00
Sales of Product Income (deleted)		4,030.00
Total Income	55,479.27	78,954.10
GROSS PROFIT	55,479.27	78,954.10
EXPENSES		
Bank Fees		
Credit Card Finance Charges	159.01	
Merchant Service Fees	2,436.31	1,932.30
Service Charges		75.00
Total Bank Fees	2,595.32	2,007.30
Board of Directors & Governance		
BOD & Committee Meeting Expenses	2,293.34	
Total Board of Directors & Governance	2,293.34	
Events-		
Conference Expenses	8,647.27	7,297.50
Advertising/Promotional	5,574.78	973.65

		Total
	Feb 2018	Feb 2017 (PY)
Conference Committee	55.01	
Conference Reg & Program Design	1,045.50	
Food & Beverage	9,443.20	15,000.00
Hotel Room Fees		52,239.50
Keynote Speaker	2,303.23	3,027.57
Miscellaneous Conference Expenses		16.25
Security	880.00	
Supplies & Equipment	1,152.81	
Workshop Committee Reimbursement	2,389.01	
Total Conference Expenses	31,490.81	78,554.47
Exhibit Hall Expenses		
Conference Service Provider	8,458.57	
Decorator	14,972.51	
Total Exhibit Hall Expenses	23,431.08	
Workgroup Expenses	795.70	
Total Events-	55,717.59	78,554.47
General Operating 1		
Meals & Entertainment		184.63
Software Subscriptions	723.60	979.77
Staff Travel	2,328.20	
Travel (deleted)		961.49
Travel Meals (deleted)		1,895.43
Total Staff Travel	2,328.20	2,856.92
Total General Operating 1	3,051.80	4,021.32
General Operating 2		
Office Rent & Storage	1,813.00	627.89
Office Supplies		552.26
Postage and Shipping	203.80	1,316.68
Printing	1,112.02	
Total General Operating 2	3,128.82	2,496.83
Insurance	5.96	
Cyber Policy	107.25	
Directors & Officers	178.21	342.67
General Liability	113.08	
Professional Liability	561.92	561.92
Volunteer Accident	53.33	53.33
Workers Comp	97.43	238.59
Total Insurance	1,117.18	1,196.51
Licenses/Taxes/Dues		249.24
Delaware fees	25.00	80.00
Total Licenses/Taxes/Dues	25.00	329.24
Marketing		
Website Fees	29.99	10.00

The Association for Challenge Course Technology - Cash Basis

		Total
	Feb 2018	Feb 2017 (PY)
Total Marketing	29.99	10.00
Operations-		
ANSI Membership	876.46	
Panel & Work Group Expenses	2,964.90	9,356.43
Standards Development	800.00	7,380.00
Vendor Accreditation Expenses	7,558.22	
Total Operations-	12,199.58	16,736.43
Professional Services		
Accountant	1,000.00	1,327.50
Attorney	1,100.00	
Management Company	5,964.48	4,838.00
Total Professional Services	8,064.48	6,165.50
Publications & Retail Sales		
Postage & Shipping	20.00	4,472.75
Standards Publication	10.00	
Total Publications & Retail Sales	30.00	4,472.75
Salaries, Wages, & Related		
Miscellaneous	94.98	
Payroll Processing Fees	94.67	
Payroll Taxes	9,244.72	8,306.38
Salaries & Wages	17,867.94	12,214.43
Total Salaries, Wages, & Related	27,302.31	20,520.81
Telecommunications		
Telephone	87.53	86.73
Total Telecommunications	87.53	86.73
Unapplied Cash Bill Payment Expense		-7,297.50
Total Expenses	115,642.94	129,300.39
NET OPERATING INCOME	-60,163.67	-50,346.29
NET INCOME	\$ -60,163.67	\$ -50,346.29

Quarterly Management Report

Association for Challenge Course Technology

For the period ended December 31, 2017



Prepared by

Kristi L. Hattig, CPA LLC

Prepared on

January 8, 2018

Table of Contents

Balance Sheet.....3

Profit and Loss Comparison4

Monthly Budget vs. Actuals FY 2018.....8

Balance Sheet

As of December 31, 2017

	Total
ASSETS	
Current Assets	
Bank Accounts	
Chase Operating	404,732.13
Chase Savings	200,081.97
Total Bank Accounts	604,814.10
Other Current Assets	
Merchant Card - Undeposited Funds	25,929.35
Prepaid Expenses	2,500.00
Prepaid Insurance	6,619.93
Total Other Current Assets	35,049.28
Total Current Assets	639,863.38
TOTAL ASSETS	\$639,863.38
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Chase Card	1,122.77
Chase Card - 0614	456.17
Chase Card - 1061 Shawn	564.74
Chase Card - 1344	450.59
Total Chase Card	2,594.27
Total Credit Cards	2,594.27
Total Current Liabilities	2,594.27
Total Liabilities	2,594.27
Equity	
Retained Earnings	361,132.37
Net Income	276,136.74
Total Equity	637,269.11
TOTAL LIABILITIES AND EQUITY	\$639,863.38

Profit and Loss Comparison

October - December, 2017

	Oct - Dec, 2017	Oct - Dec, 2016 (PY)	Total
INCOME			
Events			
Advertising Income			2,800.00
Conference fees			
Conference - Other	-300.07		67,025.69
Conference Registration	273,620.50		189,083.25
Conference Sessions			51,849.00
Processing Fee			1,098.75
Total Conference fees	273,320.43		309,056.69
Event Sponsorships	16,000.00		6,500.00
Exhibit Hall Fees	69,350.00		34,850.00
Symposia	2,945.00		5,915.00
Total Events	361,615.43		359,121.69
Membership			
Awards Revenue	475.00		
Individual Memberships	10,105.00		14,174.95
Organizational Memberships	59,904.85		59,572.04
Total Membership	70,484.85		73,746.99
Operations			
Inspector Certification			26,370.00
Application/Renewal Fees	4,597.00		
Total Inspector Certification	4,597.00		26,370.00
Program Accreditation			305.00
Vendor Accreditation	58,554.00		21,067.37
Total Operations	63,151.00		47,742.37
Other Income			
Interest	39.92		3.35
Miscellaneous	3,680.00		
Total Other Income	3,719.92		3.35
Publication & Retail Sales			
Job Listings	690.00		75.00
Standards Sales	7,168.80		6,104.24
Standards Shipping Fees			18.00
Total Standards Sales	7,168.80		6,122.24
Store			252.00
Total Publication & Retail Sales	7,858.80		6,449.24
Sponsorships & Fundraising			
Corporate Sponsorships			18,826.00
Total Sponsorships & Fundraising			18,826.00
Total Income	506,830.00		505,889.64
GROSS PROFIT	506,830.00		505,889.64

		Total
	Oct - Dec, 2017	Oct - Dec, 2016 (PY)
EXPENSES		
Bank Fees		
Credit Card Finance Charges	289.78	
Merchant Service Fees	15,021.43	7,434.89
Paypal Fees	242.96	0.00
Service Charges	212.94	535.25
Total Bank Fees	15,767.11	7,970.14
Board of Directors & Governance		
BOD & Committee Meeting Expenses		2,367.34
BOD & Committee Travel		3,431.49
Total Board of Directors & Governance		5,798.83
Events-		
Conference Expenses	17,327.50	7,250.00
Conference Reg & Program Design	762.50	
Cvent/Crowd Compass	2,786.37	4,322.76
Miscellaneous Conference Expenses	1,000.00	30.00
Total Conference Expenses	21,876.37	11,602.76
Exhibit Hall Expenses		
Conference Service Provider	8,562.50	
Total Exhibit Hall Expenses	8,562.50	
New Event Expenses	4,412.00	
Total Events-	34,850.87	11,602.76
General Operating 1		
Meals & Entertainment	32.88	
Software Subscriptions	592.96	609.48
Staff Travel	788.52	
Travel (deleted)		1,256.39
Total Staff Travel	788.52	1,256.39
Total General Operating 1	1,414.36	1,865.87
General Operating 2		
Office Rent & Storage	982.50	2,348.14
Office Supplies	426.46	230.17
Postage and Shipping	101.12	115.26
Total General Operating 2	1,510.08	2,693.57
Insurance		
Cyber Policy	214.50	
Directors & Officers	356.42	1,028.01
General Liability	226.16	
Professional Liability	1,123.84	
Volunteer Accident	106.66	
Workers Comp	93.02	180.98
Total Insurance	2,120.60	1,208.99
Licenses/Taxes/Dues		

		Total
	Oct - Dec, 2017	Oct - Dec, 2016 (PY)
Colorado Fees	150.00	
Delaware fees		375.00
Total Licenses/Taxes/Dues	150.00	375.00
Marketing		
Other	602.50	
Website Fees	539.13	30.00
Total Marketing	1,141.63	30.00
Membership Workgroup		
Awards	-1,500.00	
Workgroup Expenses		1,287.37
Total Membership Workgroup	-1,500.00	1,287.37
Operations-		
Inspector Certification Expenses	1,907.68	845.67
Test Materials	1,391.90	
Total Inspector Certification Expenses	3,299.58	845.67
Panel & Work Group Expenses	-441.57	2,871.22
Standards Development	200.00	820.72
Vendor Accreditation Expenses	7,325.38	3,305.34
Total Operations-	10,383.39	7,842.95
Professional Services		
Accountant	7,450.00	4,200.00
Attorney	600.00	2,500.00
Government Relations	725.00	
Management Company	16,815.71	15,345.85
PR/Marketing	12,000.00	
Total Professional Services	37,590.71	22,045.85
Publications & Retail Sales	700.00	
Postage & Shipping	32.55	
Standards Publication	30.00	
Spanish Translation of Standards	35.00	
Total Standards Publication	65.00	
Total Publications & Retail Sales	797.55	
Salaries, Wages, & Related		
Payroll Processing Fees	448.10	339.90
Payroll Taxes	24,090.42	12,853.38
Salaries & Wages	60,739.57	55,212.42
Total Salaries, Wages, & Related	85,278.09	68,405.70
Telecommunications	209.64	
Internet		35.48
Telephone	261.62	380.43
Total Telecommunications	471.26	415.91
Total Expenses	189,975.65	131,542.94
NET OPERATING INCOME	316,854.35	374,346.70

Association for Challenge Course Technology - Cash Basis

		Total
	Oct - Dec, 2017	Oct - Dec, 2016 (PY)
OTHER EXPENSES		
Other Miscellaneous Expense	108.84	
Total Other Expenses	108.84	0.00
NET OTHER INCOME	-108.84	0.00
NET INCOME	\$316,745.51	\$374,346.70

Monthly Budget vs. Actuals FY 2018

July - September, 2017

	Actual	Budget	over Budget	Total % of Budget
INCOME				
Events				
Conference fees				
Conference - Other	300.07		300.07	
Conference Registration	0.00	46,000.00	-46,000.00	0.00%
Total Conference fees	300.07	46,000.00	-45,699.93	0.65233%
Exhibit Hall Fees	95,000.00	33,750.00	61,250.00	281.48148%
Total Events	95,300.07	79,750.00	15,550.07	119.49852%
Membership				
Individual Memberships	6,640.00	6,400.00	240.00	103.75%
Organizational Memberships	28,804.70	22,000.00	6,804.70	130.93045%
Total Membership	35,444.70	28,400.00	7,044.70	124.80528%
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	
Total Inspector Certification	2,525.00	0.00	2,525.00	
Vendor Accreditation	5,237.69	0.00	5,237.69	
Total Operations	7,762.69	0.00	7,762.69	
Other Income				
Interest	39.86	399.00	-359.14	9.98997%
Total Other Income	39.86	399.00	-359.14	9.98997%
Publication & Retail Sales				
Job Listings	310.00	375.00	-65.00	82.66667%
Publication Advertising		750.00	-750.00	
Standards Sales	7,498.24	5,550.00	1,948.24	135.10342%
Total Publication & Retail Sales	7,808.24	6,675.00	1,133.24	116.97738%
Total Income	146,355.56	115,224.00	31,131.56	127.01829%
GROSS PROFIT	146,355.56	115,224.00	31,131.56	127.01829%
EXPENSES				
Bank Fees				
Credit Card Finance Charges	68.22	186.00	-117.78	36.67742%
Merchant Service Fees	5,574.70	2,700.00	2,874.70	206.47037%
Service Charges	140.00	250.00	-110.00	56.00%
Total Bank Fees	5,782.92	3,136.00	2,646.92	184.40434%
Board of Directors & Governance	4,124.77		4,124.77	
BOD & Committee Meeting Expenses	2,886.31	1,500.00	1,386.31	192.42067%
BOD & Committee Telephone		5,000.00	-5,000.00	
BOD & Committee Travel	4,680.98		4,680.98	
Total Board of Directors & Governance	11,692.06	6,500.00	5,192.06	179.87785%
Events-				

				Total
	Actual	Budget	over Budget	% of Budget
Conference Expenses				
Conference Reg & Program Design		1,000.00	-1,000.00	
Cvent/Crowd Compass	1,536.38	2,161.38	-625.00	71.08329%
Hotel Room Fees	8.50	0.00	8.50	
Miscellaneous Conference Expenses	862.50	0.00	862.50	
Site Selection	4,121.68		4,121.68	
Total Conference Expenses	6,529.06	3,161.38	3,367.68	206.52563%
Exhibit Hall Expenses				
Conference Service Provider	25,687.50	25,612.00	75.50	100.29478%
Total Exhibit Hall Expenses	25,687.50	25,612.00	75.50	100.29478%
Total Events-	32,216.56	28,773.38	3,443.18	111.96655%
General Operating 1				
Meals & Entertainment	59.39	200.00	-140.61	29.695%
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	447.124%
Total General Operating 1	7,396.00	2,825.00	4,571.00	261.80531%
General Operating 2				
Office Rent & Storage	2,414.67	2,385.00	29.67	101.24403%
Office Supplies	174.01	750.00	-575.99	23.20133%
Outside Labor		300.00	-300.00	
Postage and Shipping	176.70	750.00	-573.30	23.56%
Total General Operating 2	2,765.38	4,185.00	-1,419.62	66.07838%
Insurance				
Conference Cancellation		332.76	-332.76	
Cyber Policy	321.75	324.99	-3.24	99.00305%
Directors & Officers	534.63	1,019.25	-484.62	52.45327%
General Liability	339.24	339.24	0.00	100.00%
Office & GL Insurance		137.01	-137.01	
Professional Liability	1,685.76	1,685.73	0.03	100.00178%
Volunteer Accident	159.99	159.99	0.00	100.00%
Workers Comp	305.46		305.46	
Total Insurance	3,346.83	3,998.97	-652.14	83.6923%
Licenses/Taxes/Dues				
Colorado Fees		300.00	-300.00	
Delaware fees	358.00	300.00	58.00	119.33333%
Total Licenses/Taxes/Dues	358.00	600.00	-242.00	59.66667%
Marketing				
Website Fees	6,351.00	3,787.00	2,564.00	167.70531%
Total Marketing	6,351.00	3,787.00	2,564.00	167.70531%
Operations-				
ANSI Membership		1,845.00	-1,845.00	
Inspector Certification Expenses				

				Total
	Actual	Budget	over Budget	% of Budget
ACC Meeting		4,500.00	-4,500.00	
VAP Meeting		7,000.00	-7,000.00	
Total Inspector Certification Expenses		11,500.00	-11,500.00	
Panel & Work Group Expenses	13,645.22	7,000.00	6,645.22	194.93171%
Standards Development	1,100.00	2,250.00	-1,150.00	48.88889%
Vendor Accreditation Expenses	1,608.30		1,608.30	
Total Operations-	16,353.52	22,595.00	-6,241.48	72.37672%
Professional Services				
Accountant	1,200.00	3,600.00	-2,400.00	33.33333%
Attorney	2,711.00	2,000.00	711.00	135.55%
Government Relations	750.00	5,001.00	-4,251.00	14.997%
Management Company	10,517.05	15,375.00	-4,857.95	68.40358%
PR/Marketing	12,000.00	5,001.00	6,999.00	239.95201%
Total Professional Services	27,178.05	30,977.00	-3,798.95	87.73622%
Publications & Retail Sales				
Postage & Shipping	19.60		19.60	
Standards Publication	30.00	30.00	0.00	100.00%
Spanish Translation of Standards	2,178.00	2,143.00	35.00	101.63322%
Total Standards Publication	2,208.00	2,173.00	35.00	101.61068%
Total Publications & Retail Sales	2,227.60	2,173.00	54.60	102.51266%
Salaries, Wages, & Related				
Payroll Processing Fees	603.07	780.00	-176.93	77.31667%
Payroll Taxes	19,300.44	15,519.00	3,781.44	124.36652%
Salaries & Wages	43,057.75	47,004.00	-3,946.25	91.60444%
Total Salaries, Wages, & Related	62,961.26	63,303.00	-341.74	99.46015%
Special Projects	1,449.14		1,449.14	
Telecommunications	1,002.35		1,002.35	
Internet		660.00	-660.00	
Telephone	401.63		401.63	
Total Telecommunications	1,403.98	660.00	743.98	212.72424%
Total Expenses	181,482.30	173,513.35	7,968.95	104.5927%
NET OPERATING INCOME	-35,126.74	-58,289.35	23,162.61	60.26271%
NET INCOME	\$ -35,126.74	\$ -58,289.35	\$23,162.61	60.26271%