



MINUTES for Regular Board of Directors Meeting February 20, 2019

Meeting Logistics:
02/20/2019 8:00a Mountain Time

Location:
Phone Conference
218-936-3817;510426#

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 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.

ATTENDEES

Presiding Officer:

Ben Kopp - **Chair**

Board Member Attendees:

Bahman Azarm - **Vice Chair**
 Carson Rivers - **Treasurer**
 Mandy Stewart - **Secretary**

Paul Cummings - **Member**
 Victor Gallo - **Member**
 Cameron Annas - **Member**

Rohan Shahani - **Member**

Additional Attendees:

Shawn Tierney - **Executive Director**

Quorum?

Yes
 No



PROCEEDINGS – STANDING ITEMS

Meeting called to order at 8:04 AM Mountain Time by Ben Kopp.

Approval of Agenda

Motion:	Review and approve the meeting agenda
Made by:	Bahman
Seconded by:	Paul
Discussion:	None
Vote:	In Favor – n/a Opposed - 0 Abstaining - 0
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Approval of Minutes

Meeting and Date of Minutes:

- Regular Board of Directors Meeting, face to face in Denver on 04 Feb 2019 & 05 Feb 2019
- Annual New Board of Directors Meeting, face to face in Denver on 09 Feb 2019

Motion:	Approve previous minutes for meetings held 04 & 05 Feb 2019 and 09 Feb 2019
Made by:	Carson
Seconded by:	Rohan
Discussion:	None
Vote:	In Favor – n/a Opposed - 0 Abstaining - 0
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

REGULAR BUSINESS

Monthly Financials (Carson)

- Monthly financials are generally presented to the BoD as draft, and quarterly reports are more solidified big-picture view.
- January and February are both tracking ahead of the goal on revenue.
- Currently in a good position to meet or exceed net goals for the year.
- 1,155 total registered annual conference attendees for 2019.



OLD BUSINESS

Open BoD Position (Bahman)

- Question for BoD: what skills are needed on the BoD, or who would make a good BoD member?
- Group is being mindful to facilitate discussions about people respectfully and with reasonable discretion.
- Bahman will create general poll regarding what we need, with suggested people to follow.
- Goal is to have new Member in place and present at Raleigh Face to Face in April.

ACCT Parental Leave Policy (Ben)

- The BoD supports the Executive Director seeking review and input on ACCT employment policies, and the ultimate decision on final policy sits with the Executive Director.
- The BoD recommends having Colorado counsel review the proposed policy.

ASTM Harmonization / Exclusions Removal (Mandy)

- ASTM Aerial Adventure Attractions Task Force met on 14 Feb 2019 at the ASTM meeting in Houston
- Current state of harmonization was discussed; the process is moving, however it is moving slowly. ACCT is meeting our obligations.
- A potential new ballot regarding scope was proposed by Jeff Borba; ACCT members who are ASTM members should be involved in meetings, collaboration area work, and balloting process if they would like to learn more and have input.

Operations Accreditation Program (Mandy)

- Program package is planned to be in hand for review by BoD in March; Bahman in his PACTF leadership role will work with ACCT staff to compile information.
- Staff is doing work to finish forms, have legal review done, prep website, etc.
- Scott Andrews has drafted an Operation Accreditation Policy for review by the BoD; it is in Drive and also posted on Slack for convenience.

Operation Reviewer Program (Mandy)

- ACC is currently working on ToR for Operation Reviewer Program Task Force, and are aligning those ToR with the ToR being developed for Trainer Credentialing Task Force.



NEW BUSINESS

Nominations & Leadership (Bahman)

- After a nice break, former BoD Member Gary Cwidak is ready to start volunteering for ACCT again

Motion:	Approve Gary "Big Dog" Cwidak as Chair for the Nominations & Leadership Committee
Made by:	Bahman
Seconded by:	Rohan
Discussion:	None
Vote:	In Favor – n/a Opposed - 0 Abstaining - 0
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

International Committee

(TABLED FOR ADDITIONAL MEETING; 30 Minutes of March 04 EC Meeting to be dedicated to addressing this topic, all BoD Members invited)

- Terms of Reference
- 2019 Asia Event

Prep for Raleigh Face to Face Meeting

(TABLED FOR NEXT BoD MEETING)

- FY19 Priorities
- Other major agenda items
- Logistics

CLOSING

Motion:	Motion to adjourn the meeting.
Made by:	Rohan
Seconded by:	Victor
Discussion:	None.
Vote:	In Favor – n/a Opposed – 0 Abstaining – 0
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Meeting adjourned at 9:37 AM Mountain Time.

Monthly Management Report

Association for Challenge Course Technology
For the period ended December 31, 2018



Prepared by

Kristi L. Hattig CPA, LLC

Prepared on

February 14, 2019

Table of Contents

Balance Sheet DRAFT3

Profit and Loss by Class4

Profit and Loss by Class5

Balance Sheet DRAFT

As of December 31, 2018

	Total
ASSETS	
Current Assets	
Bank Accounts	
Chase Operating	374,261.55
Chase Savings	261.02
Citizen's Access CD	250,000.00
Total Bank Accounts	624,522.57
Other Current Assets	
Prepaid Insurance	2,307.26
Total Other Current Assets	2,307.26
Total Current Assets	626,829.83
TOTAL ASSETS	\$626,829.83
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Chase Card	-2,805.05
Chase Card - 1061 Shawn Tierney	266.48
Chase Card - 7017 Scott Andrews	393.07
Total Chase Card	-2,145.50
Total Credit Cards	-2,145.50
Total Current Liabilities	-2,145.50
Total Liabilities	-2,145.50
Equity	
Retained Earnings	388,222.76
Net Income	240,752.57
Total Equity	628,975.33
TOTAL LIABILITIES AND EQUITY	\$626,829.83

Profit and Loss by Class

December 2018

	1. Event	1. Direct	2. DeptOH	Total 1. Event	2. Membership	1. Direct	2. Standards	4. DeptOH	Total 2. Membership	3. Programs	1. Inspector	2. Operations	3. Vendor	4. DeptOH	Total 3. Programs	4. Overhead	TOTAL	
INCOME																		
Income																	0.00	
Other / Interest Income																	14.80	14.80
Standard Income		56,721.00		56,721.00		15,284.00	1,021.00		16,305.00		2,770.00		14,498.00		17,268.00	2,541.90	92,835.90	
Total Income		56,721.00		56,721.00		15,284.00	1,021.00		16,305.00		2,770.00		14,498.00		17,268.00	2,556.70	92,850.70	
Total Income	0.00	56,721.00	0.00	56,721.00	0.00	15,284.00	1,021.00	0.00	16,305.00	0.00	2,770.00	0.00	14,498.00	0.00	17,268.00	2,556.70	92,850.70	
GROSS PROFIT																		
	0.00	56,721.00	0.00	56,721.00	0.00	15,284.00	1,021.00	0.00	16,305.00	0.00	2,770.00	0.00	14,498.00	0.00	17,268.00	2,556.70	92,850.70	
EXPENSES																		
Bank Fees																	0.00	
Bank Service Charges																	15.00	15.00
Merchant Service Fees																	707.04	707.04
Other Bank Fees							1.00		1.00								1.00	1.00
Total Bank Fees							1.00		1.00								723.04	723.04
Dues and Subscriptions							926.50		926.50									926.50
Events-		1,622.74		1,622.74														1,622.74
Insurance																		5.96
Cyber Policy																		107.25
Directors & Officers																		178.21
General Liability																		113.08
Professional Liability																		561.92
Volunteer Accident																		53.33
Workers Comp																		87.37
Total Insurance																		1,107.12
Licenses, Taxes & Fees																		365.89
Meals & Entertainment												1,033.01			1,033.01			76.23
Payroll																		0.00
Payroll Processing Fees																		242.80
Payroll Taxes			329.78	329.78		348.03		264.80	612.83				229.50	79.56	309.06			-941.19
Salaries & Wages			4,310.76	4,310.76		4,549.35		3,461.54	8,010.89				3,000.00	1,040.00	4,040.00			6,153.84
Total Payroll			4,640.54	4,640.54		4,897.38		3,726.34	8,623.72				3,229.50	1,119.56	4,349.06			5,455.45
Postage & Shipping								50.60	50.60									50.60
Printing and Publication							-23.74		-23.74									-23.74
Professional Services																		0.00
Accountant																	1,000.00	1,000.00
ANSI Consultant							400.00		400.00									400.00
Conference Service Provider		2,589.91		2,589.91														2,589.91
Total Professional Services		2,589.91		2,589.91			400.00		400.00									1,000.00
Rent & Storage																		2,390.00
Technology																		917.00
Telecommunications																		160.30
Travel						418.03	745.18		1,163.21									1,163.21
Airfare								783.21	783.21									783.21
Lodging								431.01	431.01					115.66	115.66			546.67
Meals			65.94	65.94			20.52		20.52									86.46
Other Travel			16.00	16.00								617.80	1,794.46		2,412.26	24.89		2,453.15
Transportation			424.41	424.41														424.41
Total Travel			506.35	506.35		418.03	745.18	1,234.74	2,397.95			617.80	1,794.46	115.66	2,527.92	24.89		5,457.11
Venue Fees												2,435.72			2,435.72			2,435.72
Total Expenses	0.00	4,212.65	5,146.89	9,359.54	0.00	5,315.41	2,048.94	5,011.68	12,376.03	0.00	0.00	4,086.53	5,023.96	1,235.22	10,345.71	12,218.92		44,300.20
NET OPERATING INCOME	0.00	52,508.35	-5,146.89	47,361.46	0.00	9,968.59	-1,027.94	-5,011.68	3,928.97	0.00	2,770.00	-4,086.53	9,474.04	-1,235.22	6,922.29	-9,662.22		48,550.50
NET INCOME	\$0.00	\$52,508.35	\$-5,146.89	\$47,361.46	\$0.00	\$9,968.59	\$-1,027.94	\$-5,011.68	\$3,928.97	\$0.00	\$2,770.00	\$-4,086.53	\$9,474.04	\$-1,235.22	\$6,922.29	\$-9,662.22		\$48,550.50

Profit and Loss by Class

July - December, 2018

	1. Event	1. Direct	2. DeptOH	Total 1. Event	2. Membership	1. Direct	2. Standards	4. DeptOH	Total 2. Membership	3. Programs	1. Inspector	2. Operations	3. Vendor	4. DeptOH	Total 3. Programs	4. Overhead	TOTAL
INCOME																	
Income																	0.00
Other / Interest Income																99.17	99.17
Standard Income		478,056.54		478,056.54		92,711.90	7,883.00		100,594.90		6,620.00	70.00	24,248.00		30,938.00	2,541.90	612,131.34
Total Income		478,056.54		478,056.54		92,711.90	7,883.00		100,594.90		6,620.00	70.00	24,248.00		30,938.00	2,641.07	612,230.51
Operations (deleted)																	0.00
Inspector Certification (deleted)											-1,673.92				-1,673.92		-1,673.92
Vendor Accreditation (deleted)													-1,907.38		-1,907.38		-1,907.38
Total Operations (deleted)											-1,673.92		-1,907.38		-3,581.30		-3,581.30
Total Income	0.00	478,056.54	0.00	478,056.54	0.00	92,711.90	7,883.00	0.00	100,594.90	0.00	4,946.08	70.00	22,340.62	0.00	27,356.70	2,641.07	608,649.21
GROSS PROFIT	0.00	478,056.54	0.00	478,056.54	0.00	92,711.90	7,883.00	0.00	100,594.90	0.00	4,946.08	70.00	22,340.62	0.00	27,356.70	2,641.07	608,649.21
EXPENSES																	
Bank Fees																	0.00
Bank Service Charges																30.00	30.00
Merchant Service Fees																5,782.13	5,782.13
Other Bank Fees							1.00		1.00							59.00	60.00
Total Bank Fees							1.00		1.00							5,871.13	5,872.13
Dues and Subscriptions							5,308.80		5,308.80							443.00	5,751.80
Events-		1,622.74	2,589.93	4,212.67													4,212.67
Conference Expenses (deleted)		60,742.32		60,742.32								300.00			300.00		61,042.32
Total Events-		62,365.06	2,589.93	64,954.99								300.00			300.00		65,254.99
Insurance																	593.76
Conference Cancellation																	2,047.63
Cyber Policy																	643.50
Directors & Officers																	5,239.00
General Liability																	678.48
Professional Liability																	10,322.99
Volunteer Accident																	319.98
Workers Comp																	434.44
Total Insurance																	20,279.78
Licenses, Taxes & Fees																	365.89
Meals & Entertainment												1,033.01	71.07		1,104.08		1,575.22
Office Supplies								164.83	164.83								2,178.93
Payroll																	0.00
Payroll Processing Fees																	1,577.96
Payroll Taxes			2,109.89	2,109.89		348.03	1,688.62		2,036.65				1,300.50	997.56	2,298.06	2,029.96	8,474.56
Salaries & Wages			27,619.94	27,619.94		4,549.35	23,804.54		28,353.89				17,000.00	16,040.00	33,040.00	39,999.96	129,013.79
Total Payroll			29,729.83	29,729.83		4,897.38	25,493.16		30,390.54				18,300.50	17,037.56	35,338.06	43,607.88	139,066.31
Postage & Shipping						186.24	15.00	290.20	491.44								613.69
Printing and Publication							255.82		255.82								255.82
Professional Services																	0.00
Accountant																	6,525.00
ANSI Consultant							1,900.00		1,900.00								1,900.00
Attorney																	1,800.00
Conference Service Provider		36,677.41		36,677.41													36,677.41
Government Relations								2,880.00	2,880.00								2,880.00
Other Professional Services																	5,286.19
PR/Marketing		2,200.00		2,200.00		6,000.00		119.40	6,119.40								8,319.40
Total Professional Services		38,877.41		38,877.41		6,000.00	1,900.00	2,999.40	10,899.40								13,611.19
Rent & Storage																	14,826.00
Technology		2,589.93		2,589.93		4,851.00			4,851.00				33.99		33.99		6,832.63
Telecommunications			480.52	480.52													499.30
Travel						418.03	745.18		1,163.21								1,163.21
Airfare			744.02	744.02				783.21	783.21	2,128.09			394.40		2,522.49		4,049.72
Lodging		243.11		243.11				431.01	431.01	1,296.14			2,285.30	115.66	3,697.10	3,226.02	7,597.24
Meals		70.70	65.94	136.64				20.52	20.52	708.89			284.23		993.12	958.59	2,108.87
Other Travel			16.00	16.00						441.04		3,662.63	6,468.64		10,572.31	3,462.62	14,050.93
Transportation			470.03	470.03						7.10			478.78		485.88	204.28	1,160.19
Total Travel		313.81	1,295.99	1,609.80		418.03	745.18	1,234.74	2,397.95	4,581.26		3,662.63	9,911.35	115.66	18,270.90	7,851.51	30,130.16
Venue Fees		450.00		450.00								2,435.72			2,435.72		2,885.72
Total Expenses	0.00	104,596.21	34,096.27	138,692.48	0.00	16,352.65	8,225.80	30,182.33	54,760.78	4,581.26	0.00	7,431.36	28,316.91	17,153.22	57,482.75	116,960.63	367,896.64
NET OPERATING INCOME	0.00	373,460.33	-34,096.27	339,364.06	0.00	76,359.25	-342.80	-30,182.33	45,834.12	-4,581.26	4,946.08	-7,361.36	-5,976.29	-17,153.22	-30,126.05	-114,319.56	240,752.57
NET INCOME	\$0.00	\$373,460.33	\$-34,096.27	\$339,364.06	\$0.00	\$76,359.25	\$-342.80	\$-30,182.33	\$45,834.12	\$-4,581.26	\$4,946.08	\$-7,361.36	\$-5,976.29	\$-17,153.22	\$-30,126.05	\$-114,319.56	\$240,752.57

Monthly Management Report

Association for Challenge Course Technology
For the period ended January 31, 2019



Prepared by

Kristi L. Hattig CPA, LLC

Prepared on

February 14, 2019

Table of Contents

Balance Sheet DRAFT3

Profit and Loss by Class4

Profit and Loss by Class5

Balance Sheet DRAFT

As of January 31, 2019

	Total
ASSETS	
Current Assets	
Bank Accounts	
Chase Operating	510,840.90
Chase Savings	261.03
Citizen's Access CD	250,000.00
Total Bank Accounts	761,101.93
Other Current Assets	
Prepaid Insurance	1,287.51
Total Other Current Assets	1,287.51
Total Current Assets	762,389.44
TOTAL ASSETS	\$762,389.44
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Chase Card	3,730.29
Chase Card - 1061 Shawn Tierney	195.00
Chase Card - 1344 Melissa Webb	1,263.75
Total Chase Card	5,189.04
Total Credit Cards	5,189.04
Total Current Liabilities	5,189.04
Total Liabilities	5,189.04
Equity	
Retained Earnings	388,222.76
Net Income	368,977.64
Total Equity	757,200.40
TOTAL LIABILITIES AND EQUITY	\$762,389.44

Profit and Loss by Class

January 2019

	1. Event	1. Direct	2. DeptOH	Total 1. Event	2. Membership	1. Direct	2. Standards	4. DeptOH	Total 2. Membership	3. Programs	1. Inspector	2. Operations	3. Vendor	Total 3. Programs	4. Overhead	Not Specified	TOTAL
INCOME																	
Income																	0.00
Other / Interest Income															0.01		0.01
Standard Income		168,360.00		168,360.00		27,840.00	1,800.00		29,640.00		23,000.00		39,000.00	62,000.00	739.13		260,739.13
Total Income		168,360.00		168,360.00		27,840.00	1,800.00		29,640.00		23,000.00		39,000.00	62,000.00	739.14		260,739.14
Total Income	0.00	168,360.00	0.00	168,360.00	0.00	27,840.00	1,800.00	0.00	29,640.00	0.00	23,000.00	0.00	39,000.00	62,000.00	739.14	0.00	260,739.14
GROSS PROFIT																	
	0.00	168,360.00	0.00	168,360.00	0.00	27,840.00	1,800.00	0.00	29,640.00	0.00	23,000.00	0.00	39,000.00	62,000.00	739.14	0.00	260,739.14
EXPENSES																	
Bank Fees																	0.00
Bank Service Charges																	15.00
Merchant Service Fees																	686.80
Other Bank Fees								3.10	3.10								3.10
Total Bank Fees								3.10	3.10								704.90
Insurance																	5.96
Cyber Policy																	107.25
Directors & Officers																	178.21
General Liability																	113.08
Professional Liability																	561.92
Volunteer Accident																	53.33
Workers Comp																	70.78
Total Insurance																	1,090.53
Licenses, Taxes & Fees																	204.48
Meals & Entertainment																	29.21
Miscellaneous		59.18		59.18		408.71			408.71								467.89
Office Supplies		751.03		751.03													634.76
Payroll																	0.00
Payroll Processing Fees																	456.30
Payroll Taxes			323.66	323.66		218.69		264.80	483.49				248.63	248.63			-631.06
Salaries & Wages			4,230.76	4,230.76		2,858.66		3,461.54	6,320.20				3,250.00	3,250.00			6,153.84
Total Payroll			4,554.42	4,554.42		3,077.35		3,726.34	6,803.69				3,498.63	3,498.63			5,979.08
Postage & Shipping						73.59			73.59								73.59
Printing and Publication		349.84		349.84			10.00		10.00								152.31
Professional Services																	0.00
ANSI Consultant							200.00		200.00								200.00
Other Professional Services		705.50		705.50													159.00
Total Professional Services		705.50		705.50			200.00		200.00								159.00
Rent & Storage																	2,195.00
Technology		155.39	29.99	185.38													1,888.09
Travel												1,370.01	701.00	2,071.01			2,071.01
Airfare						1,196.98		649.82	1,846.80								1,846.80
Lodging								269.86	269.86								269.86
Meals			26.56	26.56				104.43	104.43								130.99
Other Travel								42.24	42.24								42.24
Total Travel			26.56	26.56		1,196.98		1,066.35	2,263.33			1,370.01	701.00	2,071.01			4,360.90
Uncategorized Expense																	1,091.95
Venue Fees		96,423.89		96,423.89													96,423.89
Total Expenses	0.00	98,444.83	4,610.97	103,055.80	0.00	4,756.63	210.00	4,795.79	9,762.42	0.00	0.00	1,370.01	4,199.63	5,569.64	13,034.26	1,091.95	132,514.07
NET OPERATING INCOME	0.00	69,915.17	-4,610.97	65,304.20	0.00	23,083.37	1,590.00	-4,795.79	19,877.58	0.00	23,000.00	-1,370.01	34,800.37	56,430.36	-12,295.12	-1,091.95	128,225.07
NET INCOME	\$0.00	\$69,915.17	\$ -4,610.97	\$65,304.20	\$0.00	\$23,083.37	\$1,590.00	\$ -4,795.79	\$19,877.58	\$0.00	\$23,000.00	\$ -1,370.01	\$34,800.37	\$56,430.36	\$ -12,295.12	\$ -1,091.95	\$128,225.07

Profit and Loss by Class

July 2018 - January 2019

	1. Event	1. Direct	2. DeptOH	Total 1. Event	2. Membership	1. Direct	2. Standards	4. DeptOH	Total 2. Membership	3. Programs	1. Inspector	2. Operations	3. Vendor	4. DeptOH	Total 3. Programs	4. Overhead	Not Specified	TOTAL
INCOME																		
Income																		0.00
Other / Interest Income																99.18		99.18
Standard Income		646,416.54		646,416.54		120,551.90	9,683.00		130,234.90		29,620.00	70.00	63,248.00		92,938.00	3,281.03		872,870.47
Total Income		646,416.54		646,416.54		120,551.90	9,683.00		130,234.90		29,620.00	70.00	63,248.00		92,938.00	3,380.21		872,969.65
Operations (deleted)																		0.00
Inspector Certification (deleted)											-1,673.92				-1,673.92			-1,673.92
Vendor Accreditation (deleted)													-1,907.38		-1,907.38			-1,907.38
Total Operations (deleted)											-1,673.92		-1,907.38		-3,581.30			-3,581.30
Total Income	0.00	646,416.54	0.00	646,416.54	0.00	120,551.90	9,683.00	0.00	130,234.90	0.00	27,946.08	70.00	61,340.62	0.00	89,356.70	3,380.21	0.00	869,388.35
GROSS PROFIT	0.00	646,416.54	0.00	646,416.54	0.00	120,551.90	9,683.00	0.00	130,234.90	0.00	27,946.08	70.00	61,340.62	0.00	89,356.70	3,380.21	0.00	869,388.35
EXPENSES																		
Bank Fees																		0.00
Bank Service Charges																45.00		45.00
Merchant Service Fees																6,468.93		6,468.93
Other Bank Fees							1.00	3.10	4.10							59.00		63.10
Total Bank Fees							1.00	3.10	4.10							6,572.93		6,577.03
Dues and Subscriptions							5,308.80		5,308.80							443.00		5,751.80
Events-		1,622.74	2,589.93	4,212.67														4,212.67
Conference Expenses (deleted)		60,742.32		60,742.32								300.00			300.00			61,042.32
Total Events-		62,365.06	2,589.93	64,954.99								300.00			300.00			65,254.99
Insurance																599.72		599.72
Conference Cancellation																2,047.63		2,047.63
Cyber Policy																750.75		750.75
Directors & Officers																5,417.21		5,417.21
General Liability																791.56		791.56
Professional Liability																10,884.91		10,884.91
Volunteer Accident																373.31		373.31
Workers Comp																505.22		505.22
Total Insurance																21,370.31		21,370.31
Licenses, Taxes & Fees																570.37		570.37
Meals & Entertainment												1,033.01	71.07		1,104.08	500.35		1,604.43
Miscellaneous		59.18		59.18		408.71			408.71									467.89
Office Supplies		751.03		751.03				164.83	164.83							2,813.69		3,729.55
Payroll																		0.00
Payroll Processing Fees																2,034.26		2,034.26
Payroll Taxes			2,433.55	2,433.55		566.72		1,953.42	2,520.14				1,549.13	997.56	2,546.69	1,398.90		8,899.28
Salaries & Wages			31,850.70	31,850.70		7,408.01		27,266.08	34,674.09				20,250.00	16,040.00	36,290.00	46,153.80		148,968.59
Total Payroll			34,284.25	34,284.25		7,974.73		29,219.50	37,194.23				21,799.13	17,037.56	38,836.69	49,586.96		159,902.13
Postage & Shipping						259.83	15.00	290.20	565.03							122.25		687.28
Printing and Publication		349.84		349.84			265.82		265.82							152.31		767.97
Professional Services																		0.00
Accountant																6,525.00		6,525.00
ANSI Consultant							2,100.00		2,100.00									2,100.00
Attorney																1,800.00		1,800.00
Conference Service Provider		36,677.41		36,677.41														36,677.41
Government Relations								2,880.00	2,880.00									2,880.00
Other Professional Services		705.50		705.50												5,445.19		6,150.69
PR/Marketing		2,200.00		2,200.00		6,000.00		119.40	6,119.40									8,319.40
Total Professional Services		39,582.91		39,582.91		6,000.00	2,100.00	2,999.40	11,099.40				21,799.13	17,037.56	38,836.69	49,586.96		64,452.50
Rent & Storage																17,021.00		17,021.00
Technology		2,745.32	29.99	2,775.31		4,851.00			4,851.00				33.99		33.99	8,720.72		16,381.02
Telecommunications			480.52	480.52												499.30		979.82
Travel						418.03	745.18		1,163.21			1,370.01	701.00		2,071.01			3,234.22
Airfare			744.02	744.02		1,196.98		1,433.03	2,630.01	2,128.09			394.40		2,522.49			5,896.52
Lodging		243.11		243.11				700.87	700.87	1,296.14			2,285.30	115.66	3,697.10	3,226.02		7,867.10
Meals		70.70	92.50	163.20				124.95	124.95	708.89			284.23		993.12	958.59		2,239.86
Other Travel			16.00	16.00				42.24	42.24	441.04		3,662.63	6,468.64		10,572.31	3,462.62		14,093.17
Transportation			470.03	470.03						7.10			478.78		485.88	204.28		1,160.19
Total Travel		313.81	1,322.55	1,636.36		1,615.01	745.18	2,301.09	4,661.28	4,581.26		5,032.64	10,612.35	115.66	20,341.91	7,851.51		34,491.06
Uncategorized Expense																	1,091.95	1,091.95
Venue Fees		96,873.89		96,873.89								2,435.72			2,435.72			99,309.61
Total Expenses	0.00	203,041.04	38,707.24	241,748.28	0.00	21,109.28	8,435.80	34,978.12	64,523.20	4,581.26	0.00	8,801.37	32,516.54	17,153.22	63,052.39	129,994.89	1,091.95	500,410.71
NET OPERATING INCOME	0.00	443,375.50	-38,707.24	404,668.26	0.00	99,442.62	1,247.20	-34,978.12	65,711.70	-4,581.26	27,946.08	-8,731.37	28,824.08	-17,153.22	26,304.31	-126,614.68	-1,091.95	368,977.64
NET INCOME	\$0.00	\$443,375.50	\$-38,707.24	\$404,668.26	\$0.00	\$99,442.62	\$1,247.20	\$-34,978.12	\$65,711.70	\$-4,581.26	\$27,946.08	\$-8,731.37	\$28,824.08	\$-17,153.22	\$26,304.31	\$-126,614.68	\$-1,091.95	\$368,977.64

Association for Challenge Course Technology

BUDGET VS. ACTUALS: FY 2018-19 - FY19 P&L

January 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Income				
Other / Interest Income	0.01	14.00	-13.99	0.07 %
Standard Income	260,739.13	236,700.00	24,039.13	110.16 %
Total Income	260,739.14	236,714.00	24,025.14	110.15 %
Total Income	\$260,739.14	\$236,714.00	\$24,025.14	110.15 %
GROSS PROFIT	\$260,739.14	\$236,714.00	\$24,025.14	110.15 %
Expenses				
Advertising and Promotions				
		0.00	0.00	
Bank Fees				
Bank Service Charges	15.00	0.00	15.00	
Merchant Service Fees	686.80	8,000.00	-7,313.20	8.59 %
Other Bank Fees	3.10	250.00	-246.90	1.24 %
Total Bank Fees	704.90	8,250.00	-7,545.10	8.54 %
Continuing Education				
		0.00	0.00	
Dues and Subscriptions				
		0.00	0.00	
Insurance				
	5.96		5.96	
Conference Cancellation		0.00	0.00	
Cyber Policy	107.25	0.00	107.25	
Directors & Officers	178.21	0.00	178.21	
General Liability	113.08	0.00	113.08	
Office Property		0.00	0.00	
Professional Liability	561.92	6,743.00	-6,181.08	8.33 %
Volunteer Accident	53.33	0.00	53.33	
Workers Comp	70.78		70.78	
Total Insurance	1,090.53	6,743.00	-5,652.47	16.17 %
Licenses, Taxes & Fees				
	204.48	0.00	204.48	
Meals & Entertainment	29.21	175,400.00	-175,370.79	0.02 %
Miscellaneous	467.89	500.00	-32.11	93.58 %
Office Supplies	1,385.79	3,750.00	-2,364.21	36.95 %
Payroll				
Payroll Processing Fees	456.30	260.08	196.22	175.45 %
Payroll Taxes	424.72	7,802.57	-7,377.85	5.44 %
Salaries & Wages	19,954.80	18,205.99	1,748.81	109.61 %
Total Payroll	20,835.82	26,268.64	-5,432.82	79.32 %
Postage & Shipping				
	73.59	600.00	-526.41	12.27 %
Printing and Publication				
	512.15	610.00	-97.85	83.96 %
Professional Services				
Accountant		1,000.00	-1,000.00	
ANSI Consultant	200.00	500.00	-300.00	40.00 %
Attorney		750.00	-750.00	
Conference Service Provider		0.00	0.00	

No assurance is provided on these financial statements. Substantially all disclosures omitted.

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Health & Safety		2,500.00	-2,500.00	
Other Professional Services	864.50	500.00	364.50	172.90 %
PR/Marketing		1,500.00	-1,500.00	
Speaker Fees		0.00	0.00	
Total Professional Services	1,064.50	6,750.00	-5,685.50	15.77 %
Rent & Storage	2,195.00	2,695.00	-500.00	81.45 %
Technology	2,073.47	5,179.00	-3,105.53	40.04 %
Telecommunications		220.00	-220.00	
Travel	2,071.01		2,071.01	
Airfare	1,846.80	650.00	1,196.80	284.12 %
Lodging	269.86	650.00	-380.14	41.52 %
Meals	130.99	500.00	-369.01	26.20 %
Other Travel	42.24	850.00	-807.76	4.97 %
Transportation		500.00	-500.00	
Total Travel	4,360.90	3,150.00	1,210.90	138.44 %
Uncategorized Expense	1,091.95		1,091.95	
Venue Fees	96,423.89	20,608.41	75,815.48	467.89 %
Total Expenses	\$132,514.07	\$260,724.05	\$ -128,209.98	50.83 %
NET OPERATING INCOME	\$128,225.07	\$ -24,010.05	\$152,235.12	-534.05 %
NET INCOME	\$128,225.07	\$ -24,010.05	\$152,235.12	-534.05 %

No assurance is provided on these financial statements. Substantially all disclosures omitted.

Association for Challenge Course Technology

BUDGET VS. ACTUALS: FY 2018-19 - FY19 P&L

July 2018 - January 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Income				
Other / Interest Income	99.18	98.00	1.18	101.20 %
Standard Income	872,870.47	890,050.00	-17,179.53	98.07 %
Total Income	872,969.65	890,148.00	-17,178.35	98.07 %
Operations (deleted)				
Inspector Certification (deleted)	-1,673.92		-1,673.92	
Program Accreditation (deleted)	0.00		0.00	
Vendor Accreditation (deleted)	-1,907.38		-1,907.38	
Total Operations (deleted)	-3,581.30		-3,581.30	
Total Income	\$869,388.35	\$890,148.00	\$ -20,759.65	97.67 %
GROSS PROFIT	\$869,388.35	\$890,148.00	\$ -20,759.65	97.67 %
Expenses				
Advertising and Promotions		0.00	0.00	
Bank Fees				
Bank Service Charges	45.00	500.00	-455.00	9.00 %
Merchant Service Fees	6,468.93	26,000.00	-19,531.07	24.88 %
Other Bank Fees	63.10	500.00	-436.90	12.62 %
Total Bank Fees	6,577.03	27,000.00	-20,422.97	24.36 %
Continuing Education		1,125.00	-1,125.00	
Dues and Subscriptions	5,751.80	0.00	5,751.80	
Events-	4,212.67		4,212.67	
Conference Expenses (deleted)	61,042.32		61,042.32	
Total Events-	65,254.99		65,254.99	
Insurance	599.72		599.72	
Conference Cancellation	2,047.63	1,331.00	716.63	153.84 %
Cyber Policy	750.75	0.00	750.75	
Directors & Officers	5,417.21	0.00	5,417.21	
General Liability	791.56	0.00	791.56	
Office Property		548.00	-548.00	
Professional Liability	10,884.91	6,743.00	4,141.91	161.43 %
Volunteer Accident	373.31	0.00	373.31	
Workers Comp	505.22		505.22	
Total Insurance	21,370.31	8,622.00	12,748.31	247.86 %
Licenses, Taxes & Fees	570.37	300.00	270.37	190.12 %
Meals & Entertainment	1,604.43	175,700.00	-174,095.57	0.91 %
Miscellaneous	467.89	500.00	-32.11	93.58 %
Office Supplies	3,729.55	5,250.00	-1,520.45	71.04 %
Payroll				
Payroll Processing Fees	2,034.26	1,875.07	159.19	108.49 %
Payroll Taxes	8,899.28	53,768.37	-44,869.09	16.55 %
Salaries & Wages	148,968.59	127,716.00	21,252.59	116.64 %

No assurance is provided on these financial statements. Substantially all disclosures omitted.

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total Payroll	159,902.13	183,359.44	-23,457.31	87.21 %
Postage & Shipping	687.28	1,200.00	-512.72	57.27 %
Printing and Publication	767.97	2,170.00	-1,402.03	35.39 %
Professional Services				
Accountant	6,525.00	7,800.00	-1,275.00	83.65 %
ANSI Consultant	2,100.00	3,500.00	-1,400.00	60.00 %
Attorney	1,800.00	7,000.00	-5,200.00	25.71 %
Conference Service Provider	36,677.41	45,300.00	-8,622.59	80.97 %
Government Relations	2,880.00		2,880.00	
Health & Safety		2,500.00	-2,500.00	
Other Professional Services	6,150.69	8,543.00	-2,392.31	72.00 %
PR/Marketing	8,319.40	12,000.00	-3,680.60	69.33 %
Speaker Fees		0.00	0.00	
Total Professional Services	64,452.50	86,643.00	-22,190.50	74.39 %
Rent & Storage	17,021.00	18,865.00	-1,844.00	90.23 %
Technology	16,381.02	22,382.50	-6,001.48	73.19 %
Telecommunications	979.82	1,540.00	-560.18	63.62 %
Travel	3,234.22		3,234.22	
Airfare	5,896.52	6,300.00	-403.48	93.60 %
Lodging	7,867.10	6,300.00	1,567.10	124.87 %
Meals	2,239.86	4,500.00	-2,260.14	49.77 %
Other Travel	14,093.17	3,650.00	10,443.17	386.11 %
Transportation	1,160.19	4,000.00	-2,839.81	29.00 %
Total Travel	34,491.06	24,750.00	9,741.06	139.36 %
Unapplied Cash Bill Payment Expense	0.00		0.00	
Uncategorized Expense	1,091.95		1,091.95	
Venue Fees	99,309.61	72,095.14	27,214.47	137.75 %
Total Expenses	\$500,410.71	\$631,502.08	\$ -131,091.37	79.24 %
NET OPERATING INCOME	\$368,977.64	\$258,645.92	\$110,331.72	142.66 %
NET INCOME	\$368,977.64	\$258,645.92	\$110,331.72	142.66 %

No assurance is provided on these financial statements. Substantially all disclosures omitted.

Association for Challenge Course Technology

BUDGET VS. ACTUALS: FY 2018-19 - FY19 P&L

December 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Income				
Other / Interest Income	14.80	14.00	0.80	105.71 %
Standard Income	92,835.90	154,750.00	-61,914.10	59.99 %
Total Income	92,850.70	154,764.00	-61,913.30	60.00 %
Total Income	\$92,850.70	\$154,764.00	\$ -61,913.30	60.00 %
GROSS PROFIT	\$92,850.70	\$154,764.00	\$ -61,913.30	60.00 %
Expenses				
Advertising and Promotions		0.00	0.00	
Bank Fees				
Bank Service Charges	15.00	250.00	-235.00	6.00 %
Merchant Service Fees	707.04	2,000.00	-1,292.96	35.35 %
Other Bank Fees	1.00	0.00	1.00	
Total Bank Fees	723.04	2,250.00	-1,526.96	32.14 %
Continuing Education		0.00	0.00	
Dues and Subscriptions	926.50	0.00	926.50	
Events-	1,622.74		1,622.74	
Insurance	5.96		5.96	
Conference Cancellation		0.00	0.00	
Cyber Policy	107.25	0.00	107.25	
Directors & Officers	178.21	0.00	178.21	
General Liability	113.08	0.00	113.08	
Office Property		0.00	0.00	
Professional Liability	561.92	0.00	561.92	
Volunteer Accident	53.33	0.00	53.33	
Workers Comp	87.37		87.37	
Total Insurance	1,107.12	0.00	1,107.12	
Licenses, Taxes & Fees	365.89	0.00	365.89	
Meals & Entertainment	1,109.24	0.00	1,109.24	
Miscellaneous		0.00	0.00	
Office Supplies		250.00	-250.00	
Payroll				
Payroll Processing Fees	242.80	260.08	-17.28	93.36 %
Payroll Taxes	310.48	7,802.57	-7,492.09	3.98 %
Salaries & Wages	22,515.49	18,205.99	4,309.50	123.67 %
Total Payroll	23,068.77	26,268.64	-3,199.87	87.82 %
Postage & Shipping	50.60	100.00	-49.40	50.60 %
Printing and Publication	-23.74	1,510.00	-1,533.74	-1.57 %
Professional Services				
Accountant	1,000.00	1,000.00	0.00	100.00 %
ANSI Consultant	400.00	500.00	-100.00	80.00 %
Attorney		750.00	-750.00	

No assurance is provided on these financial statements. Substantially all disclosures omitted.

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Conference Service Provider	2,589.91	0.00	2,589.91	
Health & Safety		0.00	0.00	
Other Professional Services		0.00	0.00	
PR/Marketing		0.00	0.00	
Speaker Fees		0.00	0.00	
Total Professional Services	3,989.91	2,250.00	1,739.91	177.33 %
Rent & Storage	2,390.00	2,695.00	-305.00	88.68 %
Technology	917.00	3,218.75	-2,301.75	28.49 %
Telecommunications	160.30	220.00	-59.70	72.86 %
Travel	1,163.21		1,163.21	
Airfare	783.21	150.00	633.21	522.14 %
Lodging	546.67	150.00	396.67	364.45 %
Meals	86.46	100.00	-13.54	86.46 %
Other Travel	2,453.15	100.00	2,353.15	2,453.15 %
Transportation	424.41	100.00	324.41	424.41 %
Total Travel	5,457.11	600.00	4,857.11	909.52 %
Venue Fees	2,435.72	0.00	2,435.72	
Total Expenses	\$44,300.20	\$39,362.39	\$4,937.81	112.54 %
NET OPERATING INCOME	\$48,550.50	\$115,401.61	\$ -66,851.11	42.07 %
NET INCOME	\$48,550.50	\$115,401.61	\$ -66,851.11	42.07 %

No assurance is provided on these financial statements. Substantially all disclosures omitted.

Association for Challenge Course Technology

BUDGET VS. ACTUALS: FY 2018-19 - FY19 P&L

July - December, 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Income				
Other / Interest Income	99.17	84.00	15.17	118.06 %
Standard Income	612,131.34	653,350.00	-41,218.66	93.69 %
Total Income	612,230.51	653,434.00	-41,203.49	93.69 %
Operations (deleted)				
Inspector Certification (deleted)	-1,673.92		-1,673.92	
Program Accreditation (deleted)	0.00		0.00	
Vendor Accreditation (deleted)	-1,907.38		-1,907.38	
Total Operations (deleted)	-3,581.30		-3,581.30	
Total Income	\$608,649.21	\$653,434.00	\$ -44,784.79	93.15 %
GROSS PROFIT	\$608,649.21	\$653,434.00	\$ -44,784.79	93.15 %
Expenses				
Advertising and Promotions		0.00	0.00	
Bank Fees				
Bank Service Charges	30.00	500.00	-470.00	6.00 %
Merchant Service Fees	5,782.13	18,000.00	-12,217.87	32.12 %
Other Bank Fees	60.00	250.00	-190.00	24.00 %
Total Bank Fees	5,872.13	18,750.00	-12,877.87	31.32 %
Continuing Education		1,125.00	-1,125.00	
Dues and Subscriptions	5,751.80	0.00	5,751.80	
Events-	4,212.67		4,212.67	
Conference Expenses (deleted)	61,042.32		61,042.32	
Total Events-	65,254.99		65,254.99	
Insurance				
Conference Cancellation	2,047.63	1,331.00	716.63	153.84 %
Cyber Policy	643.50	0.00	643.50	
Directors & Officers	5,239.00	0.00	5,239.00	
General Liability	678.48	0.00	678.48	
Office Property		548.00	-548.00	
Professional Liability	10,322.99	0.00	10,322.99	
Volunteer Accident	319.98	0.00	319.98	
Workers Comp	434.44		434.44	
Total Insurance	20,279.78	1,879.00	18,400.78	1,079.29 %
Licenses, Taxes & Fees	365.89	300.00	65.89	121.96 %
Meals & Entertainment	1,575.22	300.00	1,275.22	525.07 %
Miscellaneous		0.00	0.00	
Office Supplies	2,343.76	1,500.00	843.76	156.25 %
Payroll				
Payroll Processing Fees	1,577.96	1,614.99	-37.03	97.71 %
Payroll Taxes	8,474.56	45,965.80	-37,491.24	18.44 %
Salaries & Wages	129,013.79	109,510.01	19,503.78	117.81 %

No assurance is provided on these financial statements. Substantially all disclosures omitted.

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total Payroll	139,066.31	157,090.80	-18,024.49	88.53 %
Postage & Shipping	613.69	600.00	13.69	102.28 %
Printing and Publication	255.82	1,560.00	-1,304.18	16.40 %
Professional Services				
Accountant	6,525.00	6,800.00	-275.00	95.96 %
ANSI Consultant	1,900.00	3,000.00	-1,100.00	63.33 %
Attorney	1,800.00	6,250.00	-4,450.00	28.80 %
Conference Service Provider	36,677.41	45,300.00	-8,622.59	80.97 %
Government Relations	2,880.00		2,880.00	
Health & Safety		0.00	0.00	
Other Professional Services	5,286.19	8,043.00	-2,756.81	65.72 %
PR/Marketing	8,319.40	10,500.00	-2,180.60	79.23 %
Speaker Fees		0.00	0.00	
Total Professional Services	63,388.00	79,893.00	-16,505.00	79.34 %
Rent & Storage	14,826.00	16,170.00	-1,344.00	91.69 %
Technology	14,307.55	17,203.50	-2,895.95	83.17 %
Telecommunications	979.82	1,320.00	-340.18	74.23 %
Travel	1,163.21		1,163.21	
Airfare	4,049.72	5,650.00	-1,600.28	71.68 %
Lodging	7,597.24	5,650.00	1,947.24	134.46 %
Meals	2,108.87	4,000.00	-1,891.13	52.72 %
Other Travel	14,050.93	2,800.00	11,250.93	501.82 %
Transportation	1,160.19	3,500.00	-2,339.81	33.15 %
Total Travel	30,130.16	21,600.00	8,530.16	139.49 %
Unapplied Cash Bill Payment Expense	0.00		0.00	
Venue Fees	2,885.72	51,486.73	-48,601.01	5.60 %
Total Expenses	\$367,896.64	\$370,778.03	\$ -2,881.39	99.22 %
NET OPERATING INCOME	\$240,752.57	\$282,655.97	\$ -41,903.40	85.18 %
NET INCOME	\$240,752.57	\$282,655.97	\$ -41,903.40	85.18 %

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