



## MINUTES for Regular Board of Directors Meeting March 20, 2019

Meeting Logistics:  
03/20/2019 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 – **ACCT Executive Director**  
Melissa Webb – **ACCT Events Director**  
Heather Brooks – **ACCT Program Manager**  
Scott Andrews – **ACCT Policy Director**

#### **Quorum?**

Yes  
 No



## PROCEEDINGS – STANDING ITEMS

Meeting called to order at 8:02 AM Mountain Time by Ben Kopp.

### Approval of Agenda

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

### Approval of Minutes

Meeting and Date of Minutes:

- Regular Board of Directors Meeting (phone), 20 Feb 2019

<b>Motion:</b>	Approve previous minutes for meeting held 20 Feb 2019
<b>Made by:</b>	Paul
<b>Seconded by:</b>	Bahman
<b>Discussion:</b>	None
<b>Vote:</b>	In Favor – n/a Opposed - 0 Abstaining - 0
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## REGULAR BUSINESS

### Executive Director Update (Shawn)

Shawn has submitted his report to the BoD. It is in the BoD Drive folder for this meeting. Discussion:

- Money Market Account is being established; this is not savings, it is a way to gain interest while maintaining liquidity.
- No current ANSI update. Shawn will reach out and see if there are any updates on PRCA progress on their obligations. ACCT has upheld our obligations and is not at risk.
- Vendor Accreditation Revamp group will be meeting face-to-face April 11 & 12 in the Longmont office. They are hoping to have information ready to present to the BoD, via the ACC, at the BoD's April face to face.

### Monthly Financials (Shawn)

Q2 and February financials are in the BoD Drive folder for this meeting. Discussion:

- Previous month's financials are always a draft until all information is received and entered.
- Prediction that we will end at about \$125-150k income
- A couple items may appear to be incorrect. It is a classing issue that will be addressed when the financials are finalized.



## OLD BUSINESS

### **ACCT Parental Leave Policy** (Shawn)

- Almost finished, expected for BoD next week.
- BoD does not need to approve policy, however Shawn would like the BoD to review it before finalization.

### **ACCT Office Manager Position** (Shawn)

- Two final candidates for the position were considered.
- First choice candidate visited the office last week for interview, etc.
- Both candidates would need to relocate. First choice pick has expressed that they are willing to do so.

### **Open BoD Position** (Bahman)

- Survey was to get us thinking about what kind of person we would like to see on the BoD.
- BoD may choose any person to fill this open position. BoD is not limited to candidates who previously ran.
- BoD also has no obligation to fill the position if they so choose.
- BoD will discuss more in depth at the April face to face BoD meeting.

### **Operation Accreditation Program & Policy** (Bahman / Shawn)

- Docs for review are in the BoD Drive folder for this meeting.
- Scott has been doing work on the documents for the program.
  - Adjustments made by the TF in Denver have been made to the forms, although they haven't been formatted.
  - Kathy Haras and Rich Klajnscek have reviewed inspection related documents and approve.
  - Operation Accreditation Policy needs approval by the BoD in order for Scott to finalize docs and manual.
- Reb did review the program and largely approved. He suggested the addition of contracts between Reviewer/Reviewee (applicant) and separately ACCT/Applicant. Reb is looking at what the ACCT contract looks like/drafting suggestions.
- The Operation Accreditation Policy will be reviewed and commented on by the BoD via Google Drive. A phone meeting will be arranged for next week to discuss and vote.

### **Operation Reviewer Program / ORTF TOR** (Mandy)

- ACC has been working on ToR and expects to approve them at their meeting tomorrow.
- The upcoming face to face will be April 4-5. Attendees will be Paul Cummings, Micah Henderson, Tom Leahy, David Seanz, and Walter Larkins.
- Additional group members that cannot attend the meeting, but will be presented with the resulting deliverables for feedback and additions by phone are Erik Marter, Andy Brash, and Corey Hampton. They have not heard back from Patrick Avery or Mike King at this time.
- The group will begin work in April and work toward deliverables and an identifying an initial group of Reviewers by mid-May.
- The current group thinks that they want to work toward proposing an initial virtual training and test for qualified individuals from PVM companies to test out the deliverables and quickly add some additional qualified reviewers.



**International Committee** (Shawn)

- There are concerns about being able to provide a quality experience in such a short timeframe (by October).
- BoD is challenged to think about how we can take concrete steps at our April face to face.
- The need to revise/create a new a strategic plan for the association was identified.
- Melissa expressed support for a long-term strategic plan in order to enable the staff to best do their jobs.

**Prep for Raleigh Face to Face Meeting** (Ben)

- We are meeting full days both days.
- Send items that are proposed for the agenda to Mandy and Ben.
- Hotel rooms are booked: Sheraton

**NEW BUSINESS**

**Finance Committee Terms of Reference** (Carson)

**(TABLED FOR NEXT BoD MEETING)**

**Role and Functions of the Executive Committee** (Ben)

- Any BoD Member or any member is welcome to join the EC calls. They are not formal meetings and instead are open conversations.
- Shawn suggests drafting a short, informal document explaining the EC and how it functions.

**FY20 Membership Dues Increase** (Shawn)

**(TABLED FOR NEXT BoD MEETING)**

**Host Hotel Attrition Potential** (Shawn)

**(TABLED FOR NEXT BoD MEETING)**

**CLOSING**

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

Meeting adjourned at 9:41 AM Mountain Time.



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

**RE: March Board Report**

### **Summary of Activities**

#### **Financials**

The Draft February statement is in the meeting folder along with the Q2 financial statement.

#### **Money Market Account**

I am setting up a money market account this week with UFB-Direct, and placing \$250,000 in the account. The APY on the account is 2.45% with a minimum balance of \$5,000 and a limit of 6 transactions per month with no fees. This account will provide a higher interest rate for funds in our checking account while maintaining access to liquidity. UFB-Direct is an online bank and all deposits are FDIC insured to the maximum limit of \$250k.

#### **ANSI Deadline**

ACCT and PRCA were given a deadline of 11/15/18 to add a member to each other's consensus bodies. The consensus group approved Mike Barker's (PRCA) application for membership on 11/14/18. ACCT has met that deadline. ANSI extended the deadline until December 15 for PRCA to add an ACCT volunteer to its consensus body. On January 14th, PRCA added Josh Tod as the ACCT member. The ANSI ExSC met in late February to review the status of each organization's accreditation. I will follow up with ANSI this week to get a status report of that meeting.

#### **Operation Accreditation Policy & Operation Reviewer Task Force**

The program accreditation completion task force met in Denver on December 16-18, 2018 to finalize the program accreditation model and associated work documents, etc. The BOD created the Operation Reviewer Task Force (ORTF) on the January 16<sup>th</sup> meeting, with Paul Cummings leading this TF. Both of these items on the agenda for further discussion/updates, along with potentially approving the OA Policy. All of the current program documents and the draft policy are in the meeting folder. The ACC is meeting on 3/21. The ORTF TOR is on their agenda.

#### **International Committee**

Various documents are in the 3/20 meeting folder regarding the work of the international committee. This item is on the agenda for further discussion.

## Parental Leave Policy

I have just received edits to the Draft policy from Jim Pearson, our attorney in CO. I had comments and questions back to Jim, and I anticipate that he will finalize the policy this week or early next.

## Office Manager Position

The staff and I interviewed two candidates for the office manager position. The finalist will be in the office on 3/19 for a final interview. My goal is to make an offer this week and to have a person in the position as soon as possible – to be determined with the person who accepts the position.

## FY19 Organizational Priorities – March Update

### 1. Increase Membership and Value

- 1.1 Improved workshops: *In process for the 2019 conference.*
- 1.2 Two or three regional gatherings: *Bahman conducted a gathering in CT in 2018.*
- 1.3 Feasibility of an Asian conference: *an initial discussion between Melissa and myself took place in early July. We held a call with the international committee on January, 4th to further discuss the idea of a regional (Asia) “gathering / Symposium” in the fall of 2019. See Melissa’s thoughts about this in the 3/20 meeting folder.*
  - 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~~: *(Revised: the policy director went full-time on 1/21/19 and is currently providing substantial support to the CG as its Secretary, coordinating the standards revision process, organizing CG file structures, moving discussions forward with respect to Costa Rica referencing our standard, and following up on regulatory issues in various states (CO, UT, NC). The policy director has also provided substantial support to the development of operation accreditation, and is in dialogue with Hubbard Merrell to acquire their regulatory map, which we hope to have by the end of April at the latest.*
- 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~~: *(Revise: Ryan has been coordinating with the VAP, and the “re-vamp” group is planning on meeting F2F in Longmont in April to start the re-vamp work of improving the program.*
- 3.2 Board receives work product for review by ~~October 1, 2018~~ (Revise)
- 3.3 Revamped program completed by December 31, 2018 (Revise)

#### 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~~. *(Revise: April 2019 for approval of the program.*
- 4.3 Board to evaluate in ~~July, 2018~~ *early April, 2019.*
- 4.4 Final review by the ACC in ~~August, 2018~~
- 4.5 PVM two-week comment period: ~~Aug/Sept, 2018~~ *(Comment period ended Oct 5. Jotform feedback from 3 PVM's was received).*
- 4.6 Board final approval, ~~September, 2018~~ *April, 2019*

#### 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.”*

- *I placed \$250,000 into higher yield 6, 12, and 18-month CD accounts at the end of December.*
- *I am opening a money market account the week of 3/18 with an online bank called UFB-Direct and will be placing \$250,000 in the account which has a APY of 2.45%.*

#### 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. A number of 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

# Monthly Management Report

Association for Challenge Course Technology  
For the period ended February 28, 2019



Prepared by

**Kristi L. Hattig CPA, LLC**

Prepared on

**March 12, 2019**



# Table of Contents

---

Balance Sheet DRAFT .....3

Profit and Loss by Class .....4

Profit and Loss by Class .....5

**Balance Sheet DRAFT**

As of February 28, 2019

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Chase Operating	544,509.64
Chase Savings	261.04
Citizen's Access CD	251,088.32
<b>Total Bank Accounts</b>	<b>795,859.00</b>
<b>Other Current Assets</b>	
Prepaid Insurance	1,287.51
<b>Total Other Current Assets</b>	<b>1,287.51</b>
<b>Total Current Assets</b>	<b>797,146.51</b>
<b>TOTAL ASSETS</b>	<b>\$797,146.51</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Total Liabilities</b>	
<b>Equity</b>	
Retained Earnings	388,222.76
Net Income	408,923.75
<b>Total Equity</b>	<b>797,146.51</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$797,146.51</b>

# Profit and Loss by Class

February 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	3. Vendor	4. DeptOH	Total 3. Programs	4. Overhead	TOTAL
<b>INCOME</b>																
Income																0.00
Other / Interest Income															536.13	536.13
Standard Income		77,879.00		77,879.00		12,885.00	2,784.00		15,669.00		12,374.00	19,500.00		31,874.00	58.38	125,480.38
<b>Total Income</b>		<b>77,879.00</b>		<b>77,879.00</b>		<b>12,885.00</b>	<b>2,784.00</b>		<b>15,669.00</b>		<b>12,374.00</b>	<b>19,500.00</b>		<b>31,874.00</b>	<b>594.51</b>	<b>126,016.51</b>
<b>Total Income</b>	<b>0.00</b>	<b>77,879.00</b>	<b>0.00</b>	<b>77,879.00</b>	<b>0.00</b>	<b>12,885.00</b>	<b>2,784.00</b>	<b>0.00</b>	<b>15,669.00</b>	<b>0.00</b>	<b>12,374.00</b>	<b>19,500.00</b>	<b>0.00</b>	<b>31,874.00</b>	<b>594.51</b>	<b>126,016.51</b>
<b>GROSS PROFIT</b>																
	<b>0.00</b>	<b>77,879.00</b>	<b>0.00</b>	<b>77,879.00</b>	<b>0.00</b>	<b>12,885.00</b>	<b>2,784.00</b>	<b>0.00</b>	<b>15,669.00</b>	<b>0.00</b>	<b>12,374.00</b>	<b>19,500.00</b>	<b>0.00</b>	<b>31,874.00</b>	<b>594.51</b>	<b>126,016.51</b>
<b>EXPENSES</b>																
Bank Fees																0.00
Merchant Service Fees															5,040.71	5,040.71
Other Bank Fees															60.00	60.00
<b>Total Bank Fees</b>															<b>5,100.71</b>	<b>5,100.71</b>
Events-		16,311.93		16,311.93												16,311.93
Insurance																0.00
Volunteer Accident															939.00	939.00
Workers Comp															88.15	88.15
<b>Total Insurance</b>															<b>1,027.15</b>	<b>1,027.15</b>
Meals & Entertainment		401.39		401.39											634.95	1,036.34
Office Supplies		1,610.94		1,610.94											38.00	1,648.94
Payroll																0.00
Payroll Processing Fees															228.10	228.10
Payroll Taxes			323.66	323.66		370.74		273.63	644.37			158.74		158.74	766.34	1,893.11
Salaries & Wages			4,230.76	4,230.76		4,846.16		3,576.92	8,423.08			2,075.00		2,075.00	6,153.84	20,882.68
<b>Total Payroll</b>			<b>4,554.42</b>	<b>4,554.42</b>		<b>5,216.90</b>		<b>3,850.55</b>	<b>9,067.45</b>			<b>2,233.74</b>		<b>2,233.74</b>	<b>7,148.28</b>	<b>23,003.89</b>
Postage & Shipping						390.74			390.74						31.02	421.76
Printing and Publication		66.68		66.68			10.00		10.00		341.01			341.01		417.69
Professional Services																0.00
Accountant															2,140.00	2,140.00
ANSI Consultant							150.00		150.00							150.00
Other Professional Services		1,411.00		1,411.00												1,411.00
Speaker Fees		1,000.00		1,000.00												1,000.00
<b>Total Professional Services</b>		<b>2,411.00</b>		<b>2,411.00</b>			<b>150.00</b>		<b>150.00</b>						<b>2,140.00</b>	<b>4,701.00</b>
Rent & Storage															2,000.00	2,000.00
Technology		4,434.98		4,434.98											585.37	5,020.35
Telecommunications															96.28	96.28
Travel		1,976.76		1,976.76		1,084.67	467.20		1,551.87			977.00	475.01	1,452.01	2,030.40	7,011.04
Lodging		23.52		23.52												23.52
Meals		443.22		443.22		52.36	171.91		224.27						81.03	748.52
Other Travel		208.28		208.28												208.28
Transportation		1,553.44		1,553.44			10.50		10.50						29.69	1,593.63
<b>Total Travel</b>		<b>4,205.22</b>		<b>4,205.22</b>		<b>1,137.03</b>	<b>649.61</b>		<b>1,786.64</b>			<b>977.00</b>	<b>475.01</b>	<b>1,452.01</b>	<b>2,141.12</b>	<b>9,584.99</b>
Venue Fees		83,606.61		83,606.61												83,606.61
<b>Total Expenses</b>	<b>0.00</b>	<b>113,048.75</b>	<b>4,554.42</b>	<b>117,603.17</b>	<b>0.00</b>	<b>6,744.67</b>	<b>809.61</b>	<b>3,850.55</b>	<b>11,404.83</b>	<b>0.00</b>	<b>341.01</b>	<b>3,210.74</b>	<b>475.01</b>	<b>4,026.76</b>	<b>20,942.88</b>	<b>153,977.64</b>
<b>NET OPERATING INCOME</b>	<b>0.00</b>	<b>-35,169.75</b>	<b>-4,554.42</b>	<b>-39,724.17</b>	<b>0.00</b>	<b>6,140.33</b>	<b>1,974.39</b>	<b>-3,850.55</b>	<b>4,264.17</b>	<b>0.00</b>	<b>12,032.99</b>	<b>16,289.26</b>	<b>-475.01</b>	<b>27,847.24</b>	<b>-20,348.37</b>	<b>-27,961.13</b>
<b>NET INCOME</b>	<b>\$0.00</b>	<b>\$-35,169.75</b>	<b>\$-4,554.42</b>	<b>\$-39,724.17</b>	<b>\$0.00</b>	<b>\$6,140.33</b>	<b>\$1,974.39</b>	<b>\$-3,850.55</b>	<b>\$4,264.17</b>	<b>\$0.00</b>	<b>\$12,032.99</b>	<b>\$16,289.26</b>	<b>\$-475.01</b>	<b>\$27,847.24</b>	<b>\$-20,348.37</b>	<b>\$-27,961.13</b>

# Profit and Loss by Class

July 2018 - February 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	TOTAL	
<b>INCOME</b>																		
Income																	0.00	
Other / Interest Income																	1,187.51	1,187.51
Standard Income		724,149.89		724,149.89		133,436.90	12,467.00		145,903.90		42,139.65	70.00	82,748.00		124,957.65	2,902.46	997,913.90	
<b>Total Income</b>		<b>724,149.89</b>		<b>724,149.89</b>		<b>133,436.90</b>	<b>12,467.00</b>		<b>145,903.90</b>		<b>42,139.65</b>	<b>70.00</b>	<b>82,748.00</b>		<b>124,957.65</b>	<b>4,089.97</b>	<b>999,101.41</b>	
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	
<b>Total Operations (deleted)</b>											<b>-1,673.92</b>		<b>-1,907.38</b>		<b>-3,581.30</b>		<b>-3,581.30</b>	
<b>Total Income</b>	<b>0.00</b>	<b>724,149.89</b>	<b>0.00</b>	<b>724,149.89</b>	<b>0.00</b>	<b>133,436.90</b>	<b>12,467.00</b>	<b>0.00</b>	<b>145,903.90</b>	<b>0.00</b>	<b>40,465.73</b>	<b>70.00</b>	<b>80,840.62</b>	<b>0.00</b>	<b>121,376.35</b>	<b>4,089.97</b>	<b>995,520.11</b>	
<b>GROSS PROFIT</b>	<b>0.00</b>	<b>724,149.89</b>	<b>0.00</b>	<b>724,149.89</b>	<b>0.00</b>	<b>133,436.90</b>	<b>12,467.00</b>	<b>0.00</b>	<b>145,903.90</b>	<b>0.00</b>	<b>40,465.73</b>	<b>70.00</b>	<b>80,840.62</b>	<b>0.00</b>	<b>121,376.35</b>	<b>4,089.97</b>	<b>995,520.11</b>	
<b>EXPENSES</b>																		
Bank Fees																	0.00	
Bank Service Charges																	45.00	45.00
Merchant Service Fees																	11,509.64	11,509.64
Other Bank Fees							1.00	3.10	4.10								119.00	123.10
<b>Total Bank Fees</b>							<b>1.00</b>	<b>3.10</b>	<b>4.10</b>								<b>11,673.64</b>	<b>11,677.74</b>
Dues and Subscriptions							5,308.80		5,308.80								443.00	5,751.80
Events-		17,934.67	2,589.93	20,524.60														20,524.60
Conference Expenses (deleted)		60,742.32		60,742.32								300.00			300.00			61,042.32
<b>Total Events-</b>		<b>78,676.99</b>	<b>2,589.93</b>	<b>81,266.92</b>								<b>300.00</b>			<b>300.00</b>			<b>81,566.92</b>
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																	1,312.31	1,312.31
Workers Comp																	593.37	593.37
<b>Total Insurance</b>																	<b>22,397.46</b>	<b>22,397.46</b>
Licenses, Taxes & Fees																	570.37	570.37
Meals & Entertainment		401.39		401.39								1,033.01	71.07		1,104.08	1,135.30	2,640.77	
Miscellaneous		59.18		59.18		408.71			408.71									467.89
Office Supplies		3,625.72		3,625.72				164.83	164.83								2,851.69	6,642.24
Payroll																		0.00
Payroll Processing Fees																	2,262.36	2,262.36
Payroll Taxes			2,757.21	2,757.21		937.46		2,227.05	3,164.51				1,707.87	997.56	2,705.43	2,165.24	10,792.39	
Salaries & Wages			36,081.46	36,081.46		12,254.17		30,843.00	43,097.17				22,325.00	16,040.00	38,365.00	52,307.64	169,851.27	
<b>Total Payroll</b>			<b>38,838.67</b>	<b>38,838.67</b>		<b>13,191.63</b>		<b>33,070.05</b>	<b>46,261.68</b>				<b>24,032.87</b>	<b>17,037.56</b>	<b>41,070.43</b>	<b>56,735.24</b>	<b>182,906.02</b>	
Postage & Shipping						650.57	15.00	290.20	955.77								153.27	1,109.04
Printing and Publication		416.52		416.52			275.82		275.82		341.01				341.01	152.31	1,185.66	
Professional Services																		0.00
Accountant																	8,665.00	8,665.00
ANSI Consultant							2,250.00		2,250.00									2,250.00
Attorney																	1,400.00	1,400.00
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		2,116.50		2,116.50													5,445.19	7,561.69
PR/Marketing		2,200.00		2,200.00		6,000.00		119.40	6,119.40									8,319.40
Speaker Fees		1,000.00		1,000.00														1,000.00
<b>Total Professional Services</b>		<b>41,993.91</b>		<b>41,993.91</b>		<b>6,000.00</b>	<b>2,250.00</b>	<b>2,999.40</b>	<b>11,249.40</b>								<b>15,510.19</b>	<b>68,753.50</b>
Rent & Storage																	19,021.00	19,021.00
Technology		7,180.30	29.99	7,210.29		4,851.00			4,851.00				33.99		33.99	8,042.34	20,137.62	
Telecommunications			480.52	480.52													595.58	1,076.10
Travel		1,976.76		1,976.76		1,502.70	1,212.38		2,715.08			1,370.01	1,678.00	475.01	3,523.02	2,030.40	10,245.26	
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		266.63		266.63				700.87	700.87	1,296.14			2,285.30	115.66	3,697.10	3,226.02	7,890.62	
Meals		513.92	92.50	606.42		52.36	171.91	124.95	349.22	708.89			284.23		993.12	1,039.62	2,988.38	
Other Travel		208.28	16.00	224.28				42.24	42.24	441.04		3,662.63	6,468.64		10,572.31	3,462.62	14,301.45	
Transportation		1,553.44	470.03	2,023.47			10.50		10.50	7.10			478.78		485.88	233.97	2,753.82	
<b>Total Travel</b>		<b>4,519.03</b>	<b>1,322.55</b>	<b>5,841.58</b>		<b>2,752.04</b>	<b>1,394.79</b>	<b>2,301.09</b>	<b>6,447.92</b>	<b>4,581.26</b>		<b>5,032.64</b>	<b>11,589.35</b>	<b>590.67</b>	<b>21,793.92</b>	<b>9,992.63</b>	<b>44,076.05</b>	
Venue Fees		114,180.46		114,180.46								2,435.72			2,435.72		116,616.18	
<b>Total Expenses</b>	<b>0.00</b>	<b>251,053.50</b>	<b>43,261.66</b>	<b>294,315.16</b>	<b>0.00</b>	<b>27,853.95</b>	<b>9,245.41</b>	<b>38,828.67</b>	<b>75,928.03</b>	<b>4,581.26</b>	<b>341.01</b>	<b>8,801.37</b>	<b>35,727.28</b>	<b>17,628.23</b>	<b>67,079.15</b>	<b>149,274.02</b>	<b>586,596.36</b>	
<b>NET OPERATING INCOME</b>	<b>0.00</b>	<b>473,096.39</b>	<b>-43,261.66</b>	<b>429,834.73</b>	<b>0.00</b>	<b>105,582.95</b>	<b>3,221.59</b>	<b>-38,828.67</b>	<b>69,975.87</b>	<b>-4,581.26</b>	<b>40,124.72</b>	<b>-8,731.37</b>	<b>45,113.34</b>	<b>-17,628.23</b>	<b>54,297.20</b>	<b>-145,184.05</b>	<b>408,923.75</b>	
<b>NET INCOME</b>	<b>\$0.00</b>	<b>\$473,096.39</b>	<b>\$-43,261.66</b>	<b>\$429,834.73</b>	<b>\$0.00</b>	<b>\$105,582.95</b>	<b>\$3,221.59</b>	<b>\$-38,828.67</b>	<b>\$69,975.87</b>	<b>\$-4,581.26</b>	<b>\$40,124.72</b>	<b>\$-8,731.37</b>	<b>\$45,113.34</b>	<b>\$-17,628.23</b>	<b>\$54,297.20</b>	<b>\$-145,184.05</b>	<b>\$408,923.75</b>	

# Association for Challenge Course Technology

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

February 2019

	ACTUAL	TOTAL		
		BUDGET	OVER BUDGET	% OF BUDGET
Income				
Income				
Other / Interest Income	536.13	14.00	522.13	3,829.50 %
Standard Income	125,480.38	43,950.00	81,530.38	285.51 %
<b>Total Income</b>	<b>126,016.51</b>	<b>43,964.00</b>	<b>82,052.51</b>	<b>286.64 %</b>
<b>Total Income</b>	<b>\$126,016.51</b>	<b>\$43,964.00</b>	<b>\$82,052.51</b>	<b>286.64 %</b>
GROSS PROFIT	<b>\$126,016.51</b>	<b>\$43,964.00</b>	<b>\$82,052.51</b>	<b>286.64 %</b>
Expenses				
Advertising and Promotions		6,500.00	-6,500.00	
Bank Fees				
Bank Service Charges		0.00	0.00	
Merchant Service Fees	5,040.71	2,000.00	3,040.71	252.04 %
Other Bank Fees	60.00	0.00	60.00	
<b>Total Bank Fees</b>	<b>5,100.71</b>	<b>2,000.00</b>	<b>3,100.71</b>	<b>255.04 %</b>
Continuing Education		0.00	0.00	
Dues and Subscriptions		7,380.00	-7,380.00	
Events-	16,311.93		16,311.93	
Insurance				
Conference Cancellation		0.00	0.00	
Cyber Policy		0.00	0.00	
Directors & Officers		0.00	0.00	
General Liability		0.00	0.00	
Office Property		0.00	0.00	
Professional Liability		0.00	0.00	
Volunteer Accident	939.00	640.00	299.00	146.72 %
Workers Comp	88.15		88.15	
<b>Total Insurance</b>	<b>1,027.15</b>	<b>640.00</b>	<b>387.15</b>	<b>160.49 %</b>
Licenses, Taxes & Fees		0.00	0.00	
Meals & Entertainment	1,036.34	0.00	1,036.34	
Miscellaneous		0.00	0.00	
Office Supplies	1,648.94	250.00	1,398.94	659.58 %
Payroll				
Payroll Processing Fees	228.10	260.08	-31.98	87.70 %
Payroll Taxes	1,893.11	7,802.57	-5,909.46	24.26 %
Salaries & Wages	20,882.68	18,205.99	2,676.69	114.70 %
<b>Total Payroll</b>	<b>23,003.89</b>	<b>26,268.64</b>	<b>-3,264.75</b>	<b>87.57 %</b>
Postage & Shipping	421.76	600.00	-178.24	70.29 %
Printing and Publication	417.69	4,510.00	-4,092.31	9.26 %
Professional Services				
Accountant	2,140.00	1,000.00	1,140.00	214.00 %
ANSI Consultant	150.00	500.00	-350.00	30.00 %
Attorney		750.00	-750.00	

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

	ACTUAL	TOTAL		
		BUDGET	OVER BUDGET	% OF BUDGET
Conference Service Provider		0.00	0.00	
Health & Safety		2,000.00	-2,000.00	
Other Professional Services	1,411.00	23,000.00	-21,589.00	6.13 %
PR/Marketing		0.00	0.00	
Speaker Fees	1,000.00	4,000.00	-3,000.00	25.00 %
<b>Total Professional Services</b>	<b>4,701.00</b>	<b>31,250.00</b>	<b>-26,549.00</b>	<b>15.04 %</b>
Rent & Storage	2,000.00	2,695.00	-695.00	74.21 %
Technology	5,020.35	19,629.00	-14,608.65	25.58 %
Telecommunications	96.28	220.00	-123.72	43.76 %
Travel	7,011.04		7,011.04	
Airfare		4,900.00	-4,900.00	
Lodging	23.52	4,900.00	-4,876.48	0.48 %
Meals	748.52	3,300.00	-2,551.48	22.68 %
Other Travel	208.28	1,700.00	-1,491.72	12.25 %
Transportation	1,593.63	2,300.00	-706.37	69.29 %
<b>Total Travel</b>	<b>9,584.99</b>	<b>17,100.00</b>	<b>-7,515.01</b>	<b>56.05 %</b>
Venue Fees	83,606.61	27,346.27	56,260.34	305.73 %
<b>Total Expenses</b>	<b>\$153,977.64</b>	<b>\$146,388.91</b>	<b>\$7,588.73</b>	<b>105.18 %</b>
NET OPERATING INCOME	<b>\$ -27,961.13</b>	<b>\$ -102,424.91</b>	<b>\$74,463.78</b>	<b>27.30 %</b>
NET INCOME	<b>\$ -27,961.13</b>	<b>\$ -102,424.91</b>	<b>\$74,463.78</b>	<b>27.30 %</b>

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 - February 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Income				
Other / Interest Income	1,187.51	112.00	1,075.51	1,060.28 %
Standard Income	997,913.90	934,000.00	63,913.90	106.84 %
<b>Total Income</b>	<b>999,101.41</b>	<b>934,112.00</b>	<b>64,989.41</b>	<b>106.96 %</b>
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	
<b>Total Operations (deleted)</b>	<b>-3,581.30</b>		<b>-3,581.30</b>	
<b>Total Income</b>	<b>\$995,520.11</b>	<b>\$934,112.00</b>	<b>\$61,408.11</b>	<b>106.57 %</b>
<b>GROSS PROFIT</b>	<b>\$995,520.11</b>	<b>\$934,112.00</b>	<b>\$61,408.11</b>	<b>106.57 %</b>
Expenses				
Advertising and Promotions		6,500.00	-6,500.00	
Bank Fees				
Bank Service Charges	45.00	500.00	-455.00	9.00 %
Merchant Service Fees	11,509.64	28,000.00	-16,490.36	41.11 %
Other Bank Fees	123.10	500.00	-376.90	24.62 %
<b>Total Bank Fees</b>	<b>11,677.74</b>	<b>29,000.00</b>	<b>-17,322.26</b>	<b>40.27 %</b>
Continuing Education		1,125.00	-1,125.00	
Dues and Subscriptions	5,751.80	7,380.00	-1,628.20	77.94 %
Events-	20,524.60		20,524.60	
Conference Expenses (deleted)	61,042.32		61,042.32	
<b>Total Events-</b>	<b>81,566.92</b>		<b>81,566.92</b>	
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	1,312.31	640.00	672.31	205.05 %
Workers Comp	593.37		593.37	
<b>Total Insurance</b>	<b>22,397.46</b>	<b>9,262.00</b>	<b>13,135.46</b>	<b>241.82 %</b>
Licenses, Taxes & Fees	570.37	300.00	270.37	190.12 %
Meals & Entertainment	2,640.77	175,700.00	-173,059.23	1.50 %
Miscellaneous	467.89	500.00	-32.11	93.58 %
Office Supplies	6,642.24	5,500.00	1,142.24	120.77 %
Payroll				
Payroll Processing Fees	2,262.36	2,135.15	127.21	105.96 %
Payroll Taxes	10,792.39	61,570.94	-50,778.55	17.53 %
Salaries & Wages	169,851.27	145,921.99	23,929.28	116.40 %

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

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total Payroll</b>	<b>182,906.02</b>	<b>209,628.08</b>	<b>-26,722.06</b>	<b>87.25 %</b>
Postage & Shipping	1,109.04	1,800.00	-690.96	61.61 %
Printing and Publication	1,185.66	6,680.00	-5,494.34	17.75 %
Professional Services				
Accountant	8,665.00	8,800.00	-135.00	98.47 %
ANSI Consultant	2,250.00	4,000.00	-1,750.00	56.25 %
Attorney	1,400.00	7,750.00	-6,350.00	18.06 %
Conference Service Provider	36,677.41	45,300.00	-8,622.59	80.97 %
Government Relations	2,880.00		2,880.00	
Health & Safety		4,500.00	-4,500.00	
Other Professional Services	7,561.69	31,543.00	-23,981.31	23.97 %
PR/Marketing	8,319.40	12,000.00	-3,680.60	69.33 %
Speaker Fees	1,000.00	4,000.00	-3,000.00	25.00 %
<b>Total Professional Services</b>	<b>68,753.50</b>	<b>117,893.00</b>	<b>-49,139.50</b>	<b>58.32 %</b>
Rent & Storage	19,021.00	21,560.00	-2,539.00	88.22 %
Technology	20,137.62	42,011.50	-21,873.88	47.93 %
Telecommunications	1,076.10	1,760.00	-683.90	61.14 %
Travel	10,245.26		10,245.26	
Airfare	5,896.52	11,200.00	-5,303.48	52.65 %
Lodging	7,890.62	11,200.00	-3,309.38	70.45 %
Meals	2,988.38	7,800.00	-4,811.62	38.31 %
Other Travel	14,301.45	5,350.00	8,951.45	267.32 %
Transportation	2,753.82	6,300.00	-3,546.18	43.71 %
<b>Total Travel</b>	<b>44,076.05</b>	<b>41,850.00</b>	<b>2,226.05</b>	<b>105.32 %</b>
Unapplied Cash Bill Payment Expense	0.00		0.00	
Venue Fees	116,616.18	99,441.41	17,174.77	117.27 %
<b>Total Expenses</b>	<b>\$586,596.36</b>	<b>\$777,890.99</b>	<b>\$ -191,294.63</b>	<b>75.41 %</b>
NET OPERATING INCOME	<b>\$408,923.75</b>	<b>\$156,221.01</b>	<b>\$252,702.74</b>	<b>261.76 %</b>
NET INCOME	<b>\$408,923.75</b>	<b>\$156,221.01</b>	<b>\$252,702.74</b>	<b>261.76 %</b>

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



# Association for Challenge Course Technology

## BALANCE SHEET

As of December 31, 2018

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Chase Operating	374,661.55
Chase Savings	261.02
Citizen's Access CD	250,000.00
<b>Total Bank Accounts</b>	<b>\$624,922.57</b>
Other Current Assets	
Prepaid Insurance	2,307.26
<b>Total Other Current Assets</b>	<b>\$2,307.26</b>
<b>Total Current Assets</b>	<b>\$627,229.83</b>
<b>TOTAL ASSETS</b>	<b>\$627,229.83</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
Chase Card	-2,805.05
Chase Card - 1061 Shawn Tierney	266.48
Chase Card - 7017 Scott Andrews	393.07
<b>Total Chase Card</b>	<b>-2,145.50</b>
<b>Total Credit Cards</b>	<b>\$ -2,145.50</b>
<b>Total Current Liabilities</b>	<b>\$ -2,145.50</b>
<b>Total Liabilities</b>	<b>\$ -2,145.50</b>
Equity	
Retained Earnings	388,222.76
Net Income	241,152.57
<b>Total Equity</b>	<b>\$629,375.33</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$627,229.83</b>

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

October - December, 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Income				
Other / Interest Income	49.32	42.00	7.32	117.43 %
Standard Income	490,643.34	504,975.00	-14,331.66	97.16 %
<b>Total Income</b>	<b>490,692.66</b>	<b>505,017.00</b>	<b>-14,324.34</b>	<b>97.16 %</b>
Operations (deleted)				
Inspector Certification (deleted)	-1,673.92		-1,673.92	
Vendor Accreditation (deleted)	-1,907.38		-1,907.38	
<b>Total Operations (deleted)</b>	<b>-3,581.30</b>		<b>-3,581.30</b>	
<b>Total Income</b>	<b>\$487,111.36</b>	<b>\$505,017.00</b>	<b>\$ -17,905.64</b>	<b>96.45 %</b>
<b>GROSS PROFIT</b>	<b>\$487,111.36</b>	<b>\$505,017.00</b>	<b>\$ -17,905.64</b>	<b>96.45 %</b>
Expenses				
Advertising and Promotions		0.00	0.00	
Bank Fees				
Bank Service Charges	15.00	250.00	-235.00	6.00 %
Merchant Service Fees	1,806.80	12,000.00	-10,193.20	15.06 %
Other Bank Fees	45.00	250.00	-205.00	18.00 %
<b>Total Bank Fees</b>	<b>1,866.80</b>	<b>12,500.00</b>	<b>-10,633.20</b>	<b>14.93 %</b>
Continuing Education		0.00	0.00	
Dues and Subscriptions	2,679.42	0.00	2,679.42	
Events-	1,622.74		1,622.74	
Conference Expenses (deleted)	44,555.59		44,555.59	
<b>Total Events-</b>	<b>46,178.33</b>		<b>46,178.33</b>	
Insurance	17.88		17.88	
Conference Cancellation	2,047.63	1,331.00	716.63	153.84 %
Cyber Policy	321.75	0.00	321.75	
Directors & Officers	534.63	0.00	534.63	
General Liability	339.24	0.00	339.24	
Office Property		0.00	0.00	
Professional Liability	8,637.23	0.00	8,637.23	
Volunteer Accident	159.99	0.00	159.99	
Workers Comp	277.55		277.55	
<b>Total Insurance</b>	<b>12,335.90</b>	<b>1,331.00</b>	<b>11,004.90</b>	<b>926.81 %</b>
Licenses, Taxes & Fees	365.89	0.00	365.89	
Meals & Entertainment	1,261.37	100.00	1,161.37	1,261.37 %
Miscellaneous		0.00	0.00	
Office Supplies	752.32	750.00	2.32	100.31 %
Payroll				
Payroll Processing Fees	832.63	910.29	-77.66	91.47 %
Payroll Taxes	4,820.52	27,308.69	-22,488.17	17.65 %
Salaries & Wages	82,435.37	63,720.95	18,714.42	129.37 %

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

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total Payroll</b>	<b>88,088.52</b>	<b>91,939.93</b>	<b>-3,851.41</b>	<b>95.81 %</b>
Postage & Shipping	342.71	300.00	42.71	114.24 %
Printing and Publication	225.82	1,530.00	-1,304.18	14.76 %
Professional Services				
Accountant	5,525.00	3,800.00	1,725.00	145.39 %
ANSI Consultant	500.00	1,500.00	-1,000.00	33.33 %
Attorney	0.00	2,250.00	-2,250.00	0.00 %
Conference Service Provider	2,589.91	11,325.00	-8,735.09	22.87 %
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	
<b>Total Professional Services</b>	<b>8,614.91</b>	<b>18,875.00</b>	<b>-10,260.09</b>	<b>45.64 %</b>
Rent & Storage	7,234.00	8,085.00	-851.00	89.47 %
Technology	3,024.56	9,476.75	-6,452.19	31.92 %
Telecommunications	734.32	660.00	74.32	111.26 %
Travel	1,163.21		1,163.21	
Airfare	1,177.61	700.00	477.61	168.23 %
Lodging	6,301.10	700.00	5,601.10	900.16 %
Meals	441.39	500.00	-58.61	88.28 %
Other Travel	3,342.28	400.00	2,942.28	835.57 %
Transportation	948.81	500.00	448.81	189.76 %
<b>Total Travel</b>	<b>13,374.40</b>	<b>2,800.00</b>	<b>10,574.40</b>	<b>477.66 %</b>
Venue Fees	2,885.72	30,000.00	-27,114.28	9.62 %
<b>Total Expenses</b>	<b>\$189,964.99</b>	<b>\$178,347.68</b>	<b>\$11,617.31</b>	<b>106.51 %</b>
NET OPERATING INCOME	<b>\$297,146.37</b>	<b>\$326,669.32</b>	<b>\$ -29,522.95</b>	<b>90.96 %</b>
NET INCOME	<b>\$297,146.37</b>	<b>\$326,669.32</b>	<b>\$ -29,522.95</b>	<b>90.96 %</b>

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 %
<b>Total Income</b>	<b>612,230.51</b>	<b>653,434.00</b>	<b>-41,203.49</b>	<b>93.69 %</b>
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	
<b>Total Operations (deleted)</b>	<b>-3,581.30</b>		<b>-3,581.30</b>	
<b>Total Income</b>	<b>\$608,649.21</b>	<b>\$653,434.00</b>	<b>\$ -44,784.79</b>	<b>93.15 %</b>
<b>GROSS PROFIT</b>	<b>\$608,649.21</b>	<b>\$653,434.00</b>	<b>\$ -44,784.79</b>	<b>93.15 %</b>
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 %
<b>Total Bank Fees</b>	<b>5,872.13</b>	<b>18,750.00</b>	<b>-12,877.87</b>	<b>31.32 %</b>
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	
<b>Total Events-</b>	<b>65,254.99</b>		<b>65,254.99</b>	
Insurance	593.76		593.76	
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	
<b>Total Insurance</b>	<b>20,279.78</b>	<b>1,879.00</b>	<b>18,400.78</b>	<b>1,079.29 %</b>
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 %

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	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total Payroll</b>	<b>139,066.31</b>	<b>157,090.80</b>	<b>-18,024.49</b>	<b>88.53 %</b>
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	1,400.00	6,250.00	-4,850.00	22.40 %
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	
<b>Total Professional Services</b>	<b>62,988.00</b>	<b>79,893.00</b>	<b>-16,905.00</b>	<b>78.84 %</b>
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 %
<b>Total Travel</b>	<b>30,130.16</b>	<b>21,600.00</b>	<b>8,530.16</b>	<b>139.49 %</b>
Unapplied Cash Bill Payment Expense	0.00		0.00	
Venue Fees	2,885.72	51,486.73	-48,601.01	5.60 %
<b>Total Expenses</b>	<b>\$367,496.64</b>	<b>\$370,778.03</b>	<b>\$ -3,281.39</b>	<b>99.12 %</b>
NET OPERATING INCOME	<b>\$241,152.57</b>	<b>\$282,655.97</b>	<b>\$ -41,503.40</b>	<b>85.32 %</b>
NET INCOME	<b>\$241,152.57</b>	<b>\$282,655.97</b>	<b>\$ -41,503.40</b>	<b>85.32 %</b>

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