



MINUTES for Regular Board of Directors Meeting May 15, 2019

Meeting Logistics:

05/15/2019 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:

- | | | |
|--|---|---|
| <input type="checkbox"/> Bahman Azarm - Vice Chair | <input checked="" type="checkbox"/> Cameron Annas - Member | <input checked="" type="checkbox"/> Rohan Shahani - Member |
| <input checked="" type="checkbox"/> Mandy Stewart - Secretary | <input checked="" type="checkbox"/> Paul Cummings - Member | <input checked="" type="checkbox"/> Shawn Tierney - Executive Director |
| <input checked="" type="checkbox"/> Carson Rivers - Treasurer | <input checked="" type="checkbox"/> Victor Gallo - Member | |

Additional Attendees:

None

Quorum?

- Yes
 No



PROCEEDINGS – STANDING ITEMS

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

Approval of Agenda

Motion:	Review and approve the meeting agenda
Made by:	Carson
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), 16 & 17 April 2019

Motion:	Approve previous minutes for meetings held 16 & 17 April 2019
Made by:	Carson
Seconded by:	Cameron
Discussion:	Minor edit requested.
Vote:	In Favor – n/a Opposed – 0 Abstaining – 0
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

REGULAR BUSINESS

Executive Director Update (Shawn)

- Shawn has placed his ED report into the BoD meeting folder on Drive for review [2019-05-09 *REPORT ED to BOD*].

Monthly Financials (Shawn)

- Shawn has placed the draft March, April, and Q3 financials into the BoD meeting folder on Drive for review [2019-04-24 *REPORT March Financials – DRAFT*, 2019-05-06 *REPORT April Financials – DRAFT*, 2019-04-24 *REPORT Q3 Financials - DRAFT*].



OLD BUSINESS

FY19 Net Income Projections (Shawn)

- ACCT has had a good FY19 and is in the black.

BoD Roles for Asana Projects/Tasks, Slack Channels, Team Drives (Shawn)

- A master map of Drives needs to be created to track data storage.
- A master Excel sheet of groups, chairs, and liaisons needs to be created.

Membership Issues (Shawn)

Motion:	Enter closed session
Made by:	Rohan
Seconded by:	Carson
Discussion:	None.
Vote:	In Favor – n/a Opposed – 0 Abstaining - 0
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

BoD enters closed session at 9:35 AM.

Motion:	Exit closed session,
Made by:	Paul
Seconded by:	Cameron
Discussion:	None.
Vote:	In Favor – n/a Opposed – 0 Abstaining - 0
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Annual Volunteer Group Terms of Reference & Status Check (Mandy)

- BoD Members/Liaisons have remaining tasks from the Raleigh Face to Face meeting regarding review and update of their groups' Term of Reference. BoD Members are to complete those tasks or contact Mandy if they are unsure if they have anything outstanding.

ACCT Publication Panel/Strategic Communications (Shawn)

- Shawn has focused on other items and has not yet progressed this. It is still a priority and will be addressed.



Operation Reviewer Program (Paul)

- ORTF is active and meeting regularly.
- Gary Nesbit spoke with Ben about having legal review regarding program structure and verbiage, which will be completed prior to program release.

Action Items from Events Director (Rohan)

- Regarding the schedule of the AGM, the BoD is in agreement that it can't be opposed by other conference events. Shawn will gather thoughts from BoD Members and provide feedback and direction to Melissa.
- BoD to review Board Emeritus document regarding exhibit hall setup safety and policies. Document is in the Raleigh Face To Face Meeting Folder. BoD to forward thoughts to Shawn.

FY20 Budget (Shawn)

- TABLED FOR SPECIAL BOD MEETING – Monday, 20 May @ 9am Mountain

FY20 Priorities (Ben)

- Tabled for future meeting

NEW BUSINESS

Executive Director Annual Review (Ben)

Shawn exits meeting at 10:17am.

Motion:	Enter closed session to discuss the Executive Director
Made by:	Rohan
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

BoD enters closed session at 10:23AM.

Motion:	Exit closed session.
Made by:	Carson
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



The following items are tabled until a future meeting:

International Committee Update (Victor)

Thailand Regulatory Update (Shawn)

Staff IT Work Group (Shawn)

Community Drive Storage & Maintenance (Shawn)

Arival "Partnership" Proposal (Paul)

Affinity Group Purpose, Accountability, & Liaisons (Mandy)

Volunteer Group Org Chart Revisions (Shawn)

CLOSING

Motion:	Motion to adjourn the meeting.
Made by:	Cameron
Seconded by:	Mandy
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 10:39 AM Mountain Time.



To: ACCT Board
From: Shawn Tierney, Executive Director
Date: 5/9/19

RE: May Board Report

Summary of Activities

Financials / FY20 Budget

The Draft March and April financial statements are in the F2F meeting folder along with the Q3 statement, and our April CD statement. I will place the April money market account statement in the folder when it is ready. The Draft FY20 budget is now in the Finance committee team drive which all BOD members should have access to. The draft is in a folder named "FY20 Financial Planning." The draft is roughly 98% complete, and we will spend time on our call to discuss the draft budget further.

F2F Meeting Requests

Requests for F2F meetings from committees, panels & task forces have mostly been submitted. I've updated the spreadsheet tracking the requests and the total amounts, which are now roughly \$75k (including budgeting \$18k for three BOD meetings) The spreadsheet is in the Finance committee drive, in a sub folder titled "Planning Tools". A group comprised of the treasurer, chair of the finance committee, chair of the ACC, BOD liaison to the ACC, and myself and the program manager will be meeting to review the requests and finalize the approval process. The total amount of the requests exceeds what I have already budgeted by roughly \$28k.

FY20 Organizational Priorities

The FY20 org priorities developed at the Raleigh BOD F2F mtg are in the 5/15 meeting folder. Further work that needs to be done includes identifying metrics as a way to interpret and evaluate progress on the priorities.

New ANSI/ACCT Standard Publication

The Consensus Group has resolved a negative with comment during the last round of balloting. Accordingly, the policy director has now filed the ANSI BSR-9 (required to move forward with publishing the new standard). Layout of the new standard is now in process with the graphic designer, and we are on schedule to have the new ANSI/ACCT publication in June. Copies of the BSR-9 submission are in the BOD meeting folder.

Regulation Map/Policy work

We have acquired the regulation map from Hubbard Merrill and the policy director has been working to both update it and prepare it for launching on the ACCT website in the next

month. The policy director has also been engaged on various levels in regulatory work currently underway in roughly 12 states, and is preparing the new standard for publication. The PD is conducting bi-monthly calls with the GRC as our policy work evolves.

Vendor Accreditation Re-Vamp Task Force

The re-vamp group has been making headway in outlining what the enhanced accredited vendor program will look like, and they are hopeful that the program changes can be rolled out this fall.

Operation Accreditation/ORPT

The Operation Reviewer Program Task Force is moving their work forward and the group is hopeful they will have the program ready by the end of June. The Insurance/Risk Management committee has provided their comments (which are also being reviewed and considered by legal), and Legal (Reb) has been reviewing forms, and drafting the disclaimer and limits of liability language in addition to looking at the issue of contracting between the various parties in the OA program – i.e., the reviewer, the company being reviewed, and ACCT.

Office Manager Position

John Voegtlin will be in the Longmont office on 5/15, and will go to full-time as of that date. John started work on April 1 (on a part-time basis), and he has been assisting with a variety of administrative, membership and conference duties.

Arival “partnership”

Paul will provide a brief overview of a proposed branding/marketing partnership with the Arival conference.

Membership

There are two membership issues that I will report on in closed session during the meeting.

FY19 Organizational Priorities – May Update

1. Increase Membership and Value

1.1 Improved workshops: *progress made for the 2019 Denver conference based on survey results but difficult to measure otherwise based on a priority with no metrics.*

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, 2018. We held a call with the international committee on January, 4th 2019 to further discuss the idea of a regional (Asia) “gathering / Symposium” in the fall of 2019.*

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, 2018. The newsletter replaces Clipboard. We published one issue of Parallel Lines in June, 2018 and discontinued 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, MD, VA, etc.). The policy director has also provided substantial support to the development of operation accreditation, and was in dialogue with Hubbard Merrell to acquire their regulatory map, which we now have. I signed the "asset" agreement on 4/4. The agreement outlines the terms of the transfer. The agreement is in the mtg folder.*

2.2 Staff member tasks:

2.2.1 Create a listing of regulatory agencies – *in process*

2.2.2 Identify current regulations – *in process*

2.2.3 Publish this list for the membership – *in process*

2.2.4 Start establishing relationships with regulators- *in process, ongoing, and starting more aggressively in June/July 2019.*

3. Vendor Accreditation

3.1 Taskforce populated by ~~June 30, 2018~~: *(Revise: Ryan has been coordinating with the VAP, and the "re-vamp" group met F2F in Longmont in early 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 2nd pilot program completed in ~~May, 2018~~: *the second pilot took place in July, 2018.*

4.2 Proposed program to the Board by ~~June 30, 2018~~. (Revise)

4.3 Board to evaluate in ~~July, 2018~~ *early June, 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~~ *June, 2019*

5. Organizational Structure

5.1 Develop and maintain an improved financial plan: *(this priority has largely been fulfilled, although this is ongoing work that will continue each year)*
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 had a recommendation from a committee member for investment strategies for our cash reserves. Committee is involved in the FY20 budget process.

- *I placed \$250,000 into higher yield 6, 12, and 18-month CD accounts at the end of December, 2018.*
- *I opened a money market account on 3/29/19 with an online bank called UFB-Direct and transferred \$225k from Chase checking into an account that earns 2.45% APY.*

5.2 Implementation of organizational tools *(this priority has largely been fulfilled)*

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 (*very little work has been done on this priority*)

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 March 31, 2019



Prepared by

Kristi L. Hattig CPA, LLC

Prepared on

April 24, 2019

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Balance Sheet DRAFT3

Profit and Loss by Class4

Profit and Loss by Class5

Balance Sheet DRAFT

As of March 31, 2019

	Total
ASSETS	
Current Assets	
Bank Accounts	
Chase Operating	447,442.73
Chase Savings	261.05
Citizen's Access CD	251,573.55
Total Bank Accounts	699,277.33
Total Current Assets	699,277.33
TOTAL ASSETS	\$699,277.33
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Chase Card	0.00
Chase Card - 1061 Shawn Tierney	9,535.82
Chase Card - 1344 Melissa Webb	1,032.24
Chase Card - 6484 Heather Brooks	192.73
Chase Card - 7017 Scott Andrews	6.92
Total Chase Card	10,767.71
Total Credit Cards	10,767.71
Total Current Liabilities	10,767.71
Total Liabilities	10,767.71
Equity	
Retained Earnings	388,222.76
Net Income	300,286.86
Total Equity	688,509.62
TOTAL LIABILITIES AND EQUITY	\$699,277.33

Profit and Loss by Class

March 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	TOTAL
INCOME																
Income																0.00
Other / Interest Income															485.24	485.24
Standard Income						15,065.00	7,266.00		22,331.00		7,040.00			7,040.00	-792.90	28,578.10
Total Income						15,065.00	7,266.00		22,331.00		7,040.00			7,040.00	-307.66	29,063.34
Total Income	0.00	0.00	0.00	0.00	0.00	15,065.00	7,266.00	0.00	22,331.00	0.00	7,040.00	0.00	0.00	7,040.00	-307.66	29,063.34
GROSS PROFIT																
	0.00	0.00	0.00	0.00	0.00	15,065.00	7,266.00	0.00	22,331.00	0.00	7,040.00	0.00	0.00	7,040.00	-307.66	29,063.34
EXPENSES																
Advertising and Promotions		1,005.85		1,005.85												1,005.85
Bank Fees																0.00
Merchant Service Fees															1,250.86	1,250.86
Total Bank Fees															1,250.86	1,250.86
Events-		69,850.61		69,850.61												69,850.61
Insurance																0.00
Cyber Policy															1,617.10	1,617.10
Professional Liability															267.76	267.76
Workers Comp															82.53	82.53
Total Insurance															1,967.39	1,967.39
Licenses, Taxes & Fees															23.60	23.60
Meals & Entertainment															122.65	122.65
Office Supplies								43.40	43.40							43.40
Payroll																0.00
Payroll Processing Fees															242.80	242.80
Payroll Taxes			323.66	323.66		370.74		282.46	653.20				241.93	241.93	-806.73	412.06
Salaries & Wages			4,230.76	4,230.76		4,846.16		3,692.30	8,538.46				3,162.50	3,162.50	6,153.84	22,085.56
Total Payroll			4,554.42	4,554.42		5,216.90		3,974.76	9,191.66				3,404.43	3,404.43	5,589.91	22,740.42
Postage & Shipping						75.22	81.03		156.25						267.00	423.25
Printing and Publication							10.00		10.00							10.00
Professional Services																0.00
Other Professional Services											800.00			800.00		800.00
Total Professional Services											800.00			800.00		800.00
Rent & Storage															2,195.00	2,195.00
Technology			33.99	33.99											594.16	628.15
Telecommunications															188.00	188.00
Travel						2,757.56	214.78		2,972.34		193.70	645.05	1,904.56	2,743.31	2,047.49	7,763.14
Airfare															7,835.00	7,835.00
Lodging															131.51	131.51
Other Travel		620.15		620.15												620.15
Transportation		-13.50		-13.50												-13.50
Total Travel		606.65		606.65		2,757.56	214.78		2,972.34		193.70	645.05	1,904.56	2,743.31	10,014.00	16,336.30
Venue Fees		19,095.00		19,095.00												19,095.00
Total Expenses	0.00	90,558.11	4,588.41	95,146.52	0.00	8,049.68	305.81	4,018.16	12,373.65	0.00	993.70	645.05	5,308.99	6,947.74	22,212.57	136,680.48
NET OPERATING INCOME	0.00	-90,558.11	-4,588.41	-95,146.52	0.00	7,015.32	6,960.19	-4,018.16	9,957.35	0.00	6,046.30	-645.05	-5,308.99	92.26	-22,520.23	-107,617.14
NET INCOME	\$0.00	\$ -90,558.11	\$ -4,588.41	\$ -95,146.52	\$0.00	\$7,015.32	\$6,960.19	\$ -4,018.16	\$9,957.35	\$0.00	\$6,046.30	\$ -645.05	\$ -5,308.99	\$92.26	\$ -22,520.23	\$ -107,617.14

Profit and Loss by Class

July 2018 - March 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
INCOME																	
Income																	0.00
Other / Interest Income																1,672.75	1,672.75
Standard Income		724,149.89		724,149.89		148,501.90	19,733.00		168,234.90		49,179.65	70.00	82,748.00		131,997.65	2,109.56	1,026,492.00
Total Income		724,149.89		724,149.89		148,501.90	19,733.00		168,234.90		49,179.65	70.00	82,748.00		131,997.65	3,782.31	1,028,164.75
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	724,149.89	0.00	724,149.89	0.00	148,501.90	19,733.00	0.00	168,234.90	0.00	47,505.73	70.00	80,840.62	0.00	128,416.35	3,782.31	1,024,583.45
GROSS PROFIT	0.00	724,149.89	0.00	724,149.89	0.00	148,501.90	19,733.00	0.00	168,234.90	0.00	47,505.73	70.00	80,840.62	0.00	128,416.35	3,782.31	1,024,583.45
EXPENSES																	
Advertising and Promotions		1,005.85		1,005.85													1,005.85
Bank Fees																	0.00
Bank Service Charges																45.00	45.00
Merchant Service Fees																12,760.50	12,760.50
Other Bank Fees							1.00	3.10	4.10							119.00	123.10
Total Bank Fees							1.00	3.10	4.10							12,924.50	12,928.60
Dues and Subscriptions							5,308.80		5,308.80							443.00	5,751.80
Events-		87,785.28	2,589.93	90,375.21													90,375.21
Conference Expenses (deleted)		60,742.32		60,742.32								300.00			300.00		61,042.32
Total Events-		148,527.60	2,589.93	151,117.53								300.00			300.00		151,417.53
Insurance																	605.68
Conference Cancellation																2,047.63	2,047.63
Cyber Policy																2,475.10	2,475.10
Directors & Officers																5,595.42	5,595.42
General Liability																904.64	904.64
Professional Liability																11,714.59	11,714.59
Volunteer Accident																1,365.64	1,365.64
Workers Comp																675.90	675.90
Total Insurance																25,384.60	25,384.60
Licenses, Taxes & Fees																	593.97
Meals & Entertainment		401.39		401.39								1,033.01	71.07		1,104.08	1,257.95	2,763.42
Miscellaneous		59.18		59.18		408.71			408.71								467.89
Office Supplies		3,625.72		3,625.72				208.23	208.23							2,851.69	6,685.64
Payroll																	0.00
Payroll Processing Fees																2,505.16	2,505.16
Payroll Taxes			3,080.87	3,080.87		1,308.20		2,509.51	3,817.71				1,949.80	997.56	2,947.36	1,358.51	11,204.45
Salaries & Wages			40,312.22	40,312.22		17,100.33		34,535.30	51,635.63				25,487.50	16,040.00	41,527.50	58,461.48	191,936.83
Total Payroll			43,393.09	43,393.09		18,408.53		37,044.81	55,453.34				27,437.30	17,037.56	44,474.86	62,325.15	205,646.44
Postage & Shipping						725.79	96.03	290.20	1,112.02							420.27	1,532.29
Printing and Publication		416.52		416.52			285.82		285.82						341.01	152.31	1,195.66
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							800.00				800.00	5,445.19	8,361.69
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
Total Professional Services		41,993.91		41,993.91		6,000.00	2,250.00	2,999.40	11,249.40		800.00				800.00	15,510.19	69,553.50
Rent & Storage																	21,216.00
Technology		7,180.30	63.98	7,244.28		4,851.00			4,851.00				33.99		33.99	8,636.50	20,765.77
Telecommunications			480.52	480.52												783.58	1,264.10
Travel		1,976.76		1,976.76		4,260.26	1,427.16		5,687.42		193.70	2,015.06	3,582.56	475.01	6,266.33	4,077.89	18,008.40
Airfare			744.02	744.02		1,196.98		1,433.03	2,630.01	2,128.09			394.40		2,522.49	7,835.00	13,731.52
Lodging		266.63		266.63				700.87	700.87	1,296.14			2,285.30	115.66	3,697.10	3,357.53	8,022.13
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		828.43	16.00	844.43				42.24	42.24	441.04			6,468.64		10,572.31	3,462.62	14,921.60
Transportation		1,539.94	470.03	2,009.97			10.50		10.50	7.10		3,662.63	478.78		485.88	233.97	2,740.32
Total Travel		5,125.68	1,322.55	6,448.23		5,509.60	1,609.57	2,301.09	9,420.26	4,581.26	193.70	5,677.69	13,493.91	590.67	24,537.23	20,006.63	60,412.35
Venue Fees		133,275.46		133,275.46												2,435.72	135,711.18
Total Expenses	0.00	341,611.61	47,850.07	389,461.68	0.00	35,903.63	9,551.22	42,846.83	88,301.68	4,581.26	1,334.71	9,446.42	41,036.27	17,628.23	74,026.89	172,506.34	724,296.59
NET OPERATING INCOME	0.00	382,538.28	-47,850.07	334,688.21	0.00	112,598.27	10,181.78	-42,846.83	79,933.22	-4,581.26	46,171.02	-9,376.42	39,804.35	-17,628.23	54,389.46	-168,724.03	300,286.86
NET INCOME	\$0.00	\$382,538.28	\$-47,850.07	\$334,688.21	\$0.00	\$112,598.27	\$10,181.78	\$-42,846.83	\$79,933.22	\$-4,581.26	\$46,171.02	\$-9,376.42	\$39,804.35	\$-17,628.23	\$54,389.46	\$-168,724.03	\$300,286.86

Association for Challenge Course Technology

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

March 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Income				
Other / Interest Income	485.24	14.00	471.24	3,466.00 %
Standard Income	28,578.10	22,200.00	6,378.10	128.73 %
Total Income	29,063.34	22,214.00	6,849.34	130.83 %
Total Income	\$29,063.34	\$22,214.00	\$6,849.34	130.83 %
GROSS PROFIT				
	\$29,063.34	\$22,214.00	\$6,849.34	130.83 %
Expenses				
Advertising and Promotions				
	1,005.85	0.00	1,005.85	
Bank Fees				
Bank Service Charges		250.00	-250.00	
Merchant Service Fees	1,250.86	2,000.00	-749.14	62.54 %
Other Bank Fees	0.00	0.00	0.00	
Total Bank Fees	1,250.86	2,250.00	-999.14	55.59 %
Continuing Education				
		1,125.00	-1,125.00	
Dues and Subscriptions				
		0.00	0.00	
Events-				
	69,850.61		69,850.61	
Insurance				
Conference Cancellation		0.00	0.00	
Cyber Policy	1,617.10	1,300.00	317.10	124.39 %
Directors & Officers		0.00	0.00	
General Liability		1,357.00	-1,357.00	
Office Property		0.00	0.00	
Professional Liability	267.76	0.00	267.76	
Volunteer Accident		0.00	0.00	
Workers Comp	82.53		82.53	
Total Insurance	1,967.39	2,657.00	-689.61	74.05 %
Licenses, Taxes & Fees				
	23.60	300.00	-276.40	7.87 %
Meals & Entertainment				
	122.65	100.00	22.65	122.65 %
Miscellaneous				
		0.00	0.00	
Office Supplies				
	43.40	250.00	-206.60	17.36 %
Payroll				
Payroll Processing Fees	242.80	260.08	-17.28	93.36 %
Payroll Taxes	412.06	7,802.57	-7,390.51	5.28 %
Salaries & Wages	22,085.56	18,205.99	3,879.57	121.31 %
Total Payroll	22,740.42	26,268.64	-3,528.22	86.57 %
Postage & Shipping				
	423.25	100.00	323.25	423.25 %
Printing and Publication				
	10.00	10.00	0.00	100.00 %
Professional Services				
Accountant		1,000.00	-1,000.00	
ANSI Consultant		500.00	-500.00	
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		0.00	0.00	
Health & Safety		0.00	0.00	
Other Professional Services	800.00	8,600.00	-7,800.00	9.30 %
PR/Marketing		0.00	0.00	
Speaker Fees		0.00	0.00	
Total Professional Services	800.00	10,850.00	-10,050.00	7.37 %
Rent & Storage	2,195.00	2,893.00	-698.00	75.87 %
Technology	628.15	3,418.75	-2,790.60	18.37 %
Telecommunications	188.00	220.00	-32.00	85.45 %
Travel	7,763.14		7,763.14	
Airfare	7,835.00	150.00	7,685.00	5,223.33 %
Lodging	131.51	150.00	-18.49	87.67 %
Meals		100.00	-100.00	
Other Travel	620.15	100.00	520.15	620.15 %
Transportation	-13.50	100.00	-113.50	-13.50 %
Total Travel	16,336.30	600.00	15,736.30	2,722.72 %
Venue Fees	19,095.00	0.00	19,095.00	
Total Expenses	\$136,680.48	\$51,042.39	\$85,638.09	267.78 %
NET OPERATING INCOME	\$ -107,617.14	\$ -28,828.39	\$ -78,788.75	373.30 %
NET INCOME	\$ -107,617.14	\$ -28,828.39	\$ -78,788.75	373.30 %

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 - March 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Income				
Other / Interest Income	1,672.75	126.00	1,546.75	1,327.58 %
Standard Income	1,026,492.00	956,200.00	70,292.00	107.35 %
Total Income	1,028,164.75	956,326.00	71,838.75	107.51 %
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	\$1,024,583.45	\$956,326.00	\$68,257.45	107.14 %
GROSS PROFIT	\$1,024,583.45	\$956,326.00	\$68,257.45	107.14 %
Expenses				
Advertising and Promotions	1,005.85	6,500.00	-5,494.15	15.47 %
Bank Fees				
Bank Service Charges	45.00	750.00	-705.00	6.00 %
Merchant Service Fees	12,760.50	30,000.00	-17,239.50	42.54 %
Other Bank Fees	123.10	500.00	-376.90	24.62 %
Total Bank Fees	12,928.60	31,250.00	-18,321.40	41.37 %
Continuing Education		2,250.00	-2,250.00	
Dues and Subscriptions	5,751.80	7,380.00	-1,628.20	77.94 %
Events-				
Conference Expenses (deleted)	61,042.32		61,042.32	
Total Events-	151,417.53		151,417.53	
Insurance				
Conference Cancellation	2,047.63	1,331.00	716.63	153.84 %
Cyber Policy	2,475.10	1,300.00	1,175.10	190.39 %
Directors & Officers	5,595.42	0.00	5,595.42	
General Liability	904.64	1,357.00	-452.36	66.66 %
Office Property		548.00	-548.00	
Professional Liability	11,714.59	6,743.00	4,971.59	173.73 %
Volunteer Accident	1,365.64	640.00	725.64	213.38 %
Workers Comp	675.90		675.90	
Total Insurance	25,384.60	11,919.00	13,465.60	212.98 %
Licenses, Taxes & Fees	593.97	600.00	-6.03	99.00 %
Meals & Entertainment	2,763.42	175,800.00	-173,036.58	1.57 %
Miscellaneous	467.89	500.00	-32.11	93.58 %
Office Supplies	6,685.64	5,750.00	935.64	116.27 %
Payroll				
Payroll Processing Fees	2,505.16	2,395.23	109.93	104.59 %
Payroll Taxes	11,204.45	69,373.51	-58,169.06	16.15 %
Salaries & Wages	191,936.83	164,127.98	27,808.85	116.94 %

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

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total Payroll	205,646.44	235,896.72	-30,250.28	87.18 %
Postage & Shipping	1,532.29	1,900.00	-367.71	80.65 %
Printing and Publication	1,195.66	6,690.00	-5,494.34	17.87 %
Professional Services				
Accountant	8,665.00	9,800.00	-1,135.00	88.42 %
ANSI Consultant	2,250.00	4,500.00	-2,250.00	50.00 %
Attorney	1,400.00	8,500.00	-7,100.00	16.47 %
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	8,361.69	40,143.00	-31,781.31	20.83 %
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 %
Total Professional Services	69,553.50	128,743.00	-59,189.50	54.03 %
Rent & Storage	21,216.00	24,453.00	-3,237.00	86.76 %
Technology	20,765.77	45,430.25	-24,664.48	45.71 %
Telecommunications	1,264.10	1,980.00	-715.90	63.84 %
Travel	18,008.40		18,008.40	
Airfare	13,731.52	11,350.00	2,381.52	120.98 %
Lodging	8,022.13	11,350.00	-3,327.87	70.68 %
Meals	2,988.38	7,900.00	-4,911.62	37.83 %
Other Travel	14,921.60	5,450.00	9,471.60	273.79 %
Transportation	2,740.32	6,400.00	-3,659.68	42.82 %
Total Travel	60,412.35	42,450.00	17,962.35	142.31 %
Unapplied Cash Bill Payment Expense	0.00		0.00	
Venue Fees	135,711.18	99,441.41	36,269.77	136.47 %
Total Expenses	\$724,296.59	\$828,933.38	\$ -104,636.79	87.38 %
NET OPERATING INCOME	\$300,286.86	\$127,392.62	\$172,894.24	235.72 %
NET INCOME	\$300,286.86	\$127,392.62	\$172,894.24	235.72 %

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

Monthly Management Report

Association for Challenge Course Technology

For the period ended April 30, 2019



Prepared by

Kristi L. Hattig CPA, LLC

Prepared on

May 6, 2019

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Balance Sheet DRAFT3

Profit and Loss by Class4

Profit and Loss by Class5

Balance Sheet DRAFT

As of April 30, 2019

	Total
ASSETS	
Current Assets	
Bank Accounts	
Axos Bank	225,492.93
Chase Operating	193,812.82
Chase Savings	227.06
Citizen's Access CD	0.00
X-0508	83,942.42
X-0511	84,077.19
X-0523	84,092.25
Total Citizen's Access CD	252,111.86
Total Bank Accounts	671,644.67
Total Current Assets	671,644.67
TOTAL ASSETS	\$671,644.67
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Chase Card	1,320.12
Chase Card - 1061 Shawn Tierney	-101.36
Chase Card - 6484 Heather Brooks	24.62
Total Chase Card	1,243.38
Total Credit Cards	1,243.38
Total Current Liabilities	1,243.38
Total Liabilities	1,243.38
Equity	
Retained Earnings	388,222.76
Net Income	282,178.53
Total Equity	670,401.29
TOTAL LIABILITIES AND EQUITY	\$671,644.67

Profit and Loss by Class

April 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 (Assn)	TOTAL
INCOME																	
Income																	0.00
Other / Interest Income																986.49	986.49
Standard Income						16,580.00	2,221.00		18,801.00		3,115.00				3,115.00	-611.43	21,304.57
Total Income						16,580.00	2,221.00		18,801.00		3,115.00				3,115.00	375.06	22,291.06
Total Income	0.00	0.00	0.00	0.00	0.00	16,580.00	2,221.00	0.00	18,801.00	0.00	3,115.00	0.00	0.00	0.00	3,115.00	375.06	22,291.06
GROSS PROFIT																	
0.00 0.00 0.00 0.00 0.00 16,580.00 2,221.00 0.00 18,801.00 0.00 3,115.00 0.00 0.00 0.00 3,115.00 375.06 22,291.06																	
EXPENSES																	
Bank Fees																	0.00
Merchant Service Fees																	703.63
Other Bank Fees																	129.00
Total Bank Fees																	832.63
Events-		1,074.56		1,074.56													1,074.56
Insurance																	0.00
Workers Comp																	75.23
Total Insurance																	75.23
Licenses, Taxes & Fees																	316.72
Meals & Entertainment																	20.19
Miscellaneous																	68.55
Payroll																	0.00
Payroll Processing Fees																	289.32
Payroll Taxes			323.66	323.66		370.74		332.65	703.39								1,115.17
Salaries & Wages			4,230.76	4,230.76		4,846.16		4,348.27	9,194.43								6,153.84
Total Payroll			4,554.42	4,554.42		5,216.90		4,680.92	9,897.82								7,558.33
Postage & Shipping							86.08		86.08								24.62
Printing and Publication							10.00		10.00								10.00
Professional Services																	0.00
Attorney																	500.00
Speaker Fees											929.92				929.92		929.92
Total Professional Services											929.92				929.92		500.00
Rent & Storage																	2,195.00
Technology																	1,314.73
Travel		278.96		278.96			464.38		464.38			2,050.72	1,795.40		3,846.12		4,589.46
Airfare							527.31		527.31								350.30
Lodging							126.66		126.66					1,927.36	1,927.36	0.00	2,054.02
Meals														439.47	439.47	725.41	1,164.88
Other Travel														19.24	19.24	102.87	122.11
Transportation							38.66		38.66								45.80
Total Travel		278.96		278.96			1,157.01		1,157.01			2,050.72	1,795.40		2,386.07		8,892.54
Venue Fees		468.00		468.00													468.00
Total Expenses	0.00	1,821.52	4,554.42	6,375.94	0.00	5,216.90	1,253.09	4,680.92	11,150.91	0.00	929.92	2,050.72	1,795.40	2,386.07	7,162.11	14,130.38	38,819.34
NET OPERATING INCOME	0.00	-1,821.52	-4,554.42	-6,375.94	0.00	11,363.10	967.91	-4,680.92	7,650.09	0.00	2,185.08	-2,050.72	-1,795.40	-2,386.07	-4,047.11	-13,755.32	-16,528.28
NET INCOME	\$0.00	\$ -1,821.52	\$ -4,554.42	\$ -6,375.94	\$0.00	\$11,363.10	\$967.91	\$ -4,680.92	\$7,650.09	\$0.00	\$2,185.08	\$ -2,050.72	\$ -1,795.40	\$ -2,386.07	\$ -4,047.11	\$ -13,755.32	\$ -16,528.28

Profit and Loss by Class

July 2018 - April 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 (Assn)	TOTAL
INCOME																	
Income																	0.00
Other / Interest Income																2,704.00	2,704.00
Standard Income		724,149.89		724,149.89		165,081.90	21,954.00		187,035.90		52,294.65	70.00	82,748.00		135,112.65	1,498.13	1,047,796.57
Total Income		724,149.89		724,149.89		165,081.90	21,954.00		187,035.90		52,294.65	70.00	82,748.00		135,112.65	4,202.13	1,050,500.57
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	724,149.89	0.00	724,149.89	0.00	165,081.90	21,954.00	0.00	187,035.90	0.00	50,620.73	70.00	80,840.62	0.00	131,531.35	4,202.13	1,046,919.27
GROSS PROFIT	0.00	724,149.89	0.00	724,149.89	0.00	165,081.90	21,954.00	0.00	187,035.90	0.00	50,620.73	70.00	80,840.62	0.00	131,531.35	4,202.13	1,046,919.27
EXPENSES																	
Advertising and Promotions		1,005.85		1,005.85													1,005.85
Bank Fees																	0.00
Bank Service Charges																45.00	45.00
Merchant Service Fees																13,464.13	13,464.13
Other Bank Fees							1.00	3.10	4.10							248.00	252.10
Total Bank Fees							1.00	3.10	4.10							13,757.13	13,761.23
Dues and Subscriptions							13,143.80		13,143.80							443.00	13,586.80
Events-		88,859.84	2,589.93	91,449.77													91,449.77
Conference Expenses (deleted)		60,742.32		60,742.32								300.00			300.00		61,042.32
Total Events-		149,602.16	2,589.93	152,192.09								300.00			300.00		152,492.09
Insurance																	605.68
Conference Cancellation																	2,047.63
Cyber Policy																	2,475.10
Directors & Officers																	5,595.42
General Liability																	904.64
Professional Liability																	11,714.59
Volunteer Accident																	1,365.64
Workers Comp																	751.13
Total Insurance																	25,459.83
Licenses, Taxes & Fees																	910.69
Meals & Entertainment		401.39		401.39								1,033.01	71.07		1,104.08	1,278.14	2,783.61
Miscellaneous		59.18		59.18		408.71			408.71							68.55	536.44
Office Supplies		3,625.72		3,625.72				208.23	208.23							2,851.69	6,685.64
Payroll																	0.00
Payroll Processing Fees																	2,794.48
Payroll Taxes			3,404.53	3,404.53		1,678.94	2,842.16		4,521.10			1,949.80	997.56		2,947.36	4,098.49	14,971.48
Salaries & Wages			44,542.98	44,542.98		21,946.49	38,883.57		60,830.06			25,487.50	16,040.00		41,527.50	64,615.32	211,515.86
Total Payroll			47,947.51	47,947.51		23,625.43	41,725.73		65,351.16			27,437.30	17,037.56		44,474.86	71,508.29	229,281.82
Postage & Shipping						698.99	208.91	290.20	1,198.10								444.89
Printing and Publication		416.52		416.52			295.82		295.82								152.31
Professional Services																	0.00
Accountant																	8,665.00
ANSI Consultant							2,250.00		2,250.00								2,250.00
Attorney																	1,900.00
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							800.00				800.00	5,445.19	8,361.69
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							929.92				929.92		1,929.92
Total Professional Services		41,993.91		41,993.91		6,000.00	2,250.00	2,999.40	11,249.40		1,729.92				1,729.92	16,010.19	70,983.42
Rent & Storage																	23,411.00
Technology		7,180.30	63.98	7,244.28		4,851.00			4,851.00				33.99		33.99	9,951.23	22,080.50
Telecommunications			480.52	480.52													783.58
Travel		2,255.72		2,255.72		4,260.26	1,891.54		6,151.80		193.70	4,065.78	5,377.96	475.01	10,112.45	4,077.89	22,597.86
Airfare			744.02	744.02		1,196.98	527.31	1,433.03	3,157.32				394.40	2,128.09	2,522.49	350.30	6,774.13
Lodging		266.63		266.63			126.66	700.87	827.53				2,285.30	3,339.16	5,624.46	3,357.53	10,076.15
Meals		513.92	92.50	606.42		52.36	171.91	124.95	349.22				284.23	1,148.36	1,432.59	1,765.03	4,153.26
Other Travel		828.43	16.00	844.43				42.24	42.24			3,662.63	6,468.64	460.28	10,591.55	3,565.49	15,043.71
Transportation		1,539.94	470.03	2,009.97			49.16		49.16				478.78	7.10	485.88	279.77	2,824.78
Total Travel		5,404.64	1,322.55	6,727.19		5,509.60	2,766.58	2,301.09	10,577.27		193.70	7,728.41	15,289.31	7,558.00	30,769.42	13,396.01	61,469.89
Venue Fees		133,743.46		133,743.46								2,435.72			2,435.72		136,179.18
Total Expenses	0.00	343,433.13	52,404.49	395,837.62	0.00	41,093.73	18,866.11	47,527.75	107,287.59	0.00	2,264.63	11,497.14	42,831.67	24,595.56	81,189.00	180,426.53	764,740.74
NET OPERATING INCOME	0.00	380,716.76	-52,404.49	328,312.27	0.00	123,988.17	3,287.89	-47,527.75	79,748.31	0.00	48,356.10	-11,427.14	38,008.95	-24,595.56	50,342.35	-176,224.40	282,178.53
NET INCOME	\$0.00	\$380,716.76	\$ -52,404.49	\$328,312.27	\$0.00	\$123,988.17	\$3,287.89	\$ -47,527.75	\$79,748.31	\$0.00	\$48,356.10	\$ -11,427.14	\$38,008.95	\$ -24,595.56	\$50,342.35	\$ -176,224.40	\$282,178.53

Association for Challenge Course Technology

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

April 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Income				
Other / Interest Income	986.49	14.00	972.49	7,046.36 %
Standard Income	21,304.57	21,850.00	-545.43	97.50 %
Total Income	22,291.06	21,864.00	427.06	101.95 %
Total Income	\$22,291.06	\$21,864.00	\$427.06	101.95 %
GROSS PROFIT	\$22,291.06	\$21,864.00	\$427.06	101.95 %
Expenses				
Advertising and Promotions				
		0.00	0.00	
Bank Fees				
Bank Service Charges		0.00	0.00	
Merchant Service Fees	703.63	2,000.00	-1,296.37	35.18 %
Other Bank Fees	129.00	0.00	129.00	
Total Bank Fees	832.63	2,000.00	-1,167.37	41.63 %
Continuing Education				
		0.00	0.00	
Dues and Subscriptions				
		0.00	0.00	
Events-				
	1,074.56		1,074.56	
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		0.00	0.00	
Workers Comp	75.23		75.23	
Total Insurance	75.23	0.00	75.23	
Licenses, Taxes & Fees				
	316.72	0.00	316.72	
Meals & Entertainment				
	20.19	0.00	20.19	
Miscellaneous				
	68.55	1,500.00	-1,431.45	4.57 %
Office Supplies				
		250.00	-250.00	
Payroll				
Payroll Processing Fees	289.32	390.13	-100.81	74.16 %
Payroll Taxes	2,142.22	11,703.55	-9,561.33	18.30 %
Salaries & Wages	19,579.03	27,308.97	-7,729.94	71.69 %
Total Payroll	22,010.57	39,402.65	-17,392.08	55.86 %
Postage & Shipping				
	110.70	100.00	10.70	110.70 %
Printing and Publication				
	10.00	10.00	0.00	100.00 %
Professional Services				
Accountant		1,000.00	-1,000.00	
ANSI Consultant		500.00	-500.00	
Attorney	500.00	750.00	-250.00	66.67 %

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

Cash Basis Monday, May 6, 2019 11:52 AM GMT-7

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Conference Service Provider		0.00	0.00	
Health & Safety		0.00	0.00	
Other Professional Services		300.00	-300.00	
PR/Marketing		0.00	0.00	
Speaker Fees	929.92	0.00	929.92	
Total Professional Services	1,429.92	2,550.00	-1,120.08	56.08 %
Rent & Storage	2,195.00	2,695.00	-500.00	81.45 %
Technology	1,314.73	629.00	685.73	209.02 %
Telecommunications		220.00	-220.00	
Travel	4,589.46		4,589.46	
Airfare	877.61	1,900.00	-1,022.39	46.19 %
Lodging	2,054.02	1,900.00	154.02	108.11 %
Meals	1,164.88	1,300.00	-135.12	89.61 %
Other Travel	122.11	700.00	-577.89	17.44 %
Transportation	84.46	800.00	-715.54	10.56 %
Total Travel	8,892.54	6,600.00	2,292.54	134.74 %
Venue Fees	468.00	4,000.00	-3,532.00	11.70 %
Total Expenses	\$38,819.34	\$59,956.65	\$ -21,137.31	64.75 %
NET OPERATING INCOME	\$ -16,528.28	\$ -38,092.65	\$21,564.37	43.39 %
NET INCOME	\$ -16,528.28	\$ -38,092.65	\$21,564.37	43.39 %

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 - April 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Income				
Other / Interest Income	2,704.00	140.00	2,564.00	1,931.43 %
Standard Income	1,047,796.57	978,050.00	69,746.57	107.13 %
Total Income	1,050,500.57	978,190.00	72,310.57	107.39 %
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	\$1,046,919.27	\$978,190.00	\$68,729.27	107.03 %
GROSS PROFIT	\$1,046,919.27	\$978,190.00	\$68,729.27	107.03 %
Expenses				
Advertising and Promotions	1,005.85	6,500.00	-5,494.15	15.47 %
Bank Fees				
Bank Service Charges	45.00	750.00	-705.00	6.00 %
Merchant Service Fees	13,464.13	32,000.00	-18,535.87	42.08 %
Other Bank Fees	252.10	500.00	-247.90	50.42 %
Total Bank Fees	13,761.23	33,250.00	-19,488.77	41.39 %
Continuing Education		2,250.00	-2,250.00	
Dues and Subscriptions	13,586.80	7,380.00	6,206.80	184.10 %
Events-	91,449.77		91,449.77	
Conference Expenses (deleted)	61,042.32		61,042.32	
Total Events-	152,492.09		152,492.09	
Insurance	605.68		605.68	
Conference Cancellation	2,047.63	1,331.00	716.63	153.84 %
Cyber Policy	2,475.10	1,300.00	1,175.10	190.39 %
Directors & Officers	5,595.42	0.00	5,595.42	
General Liability	904.64	1,357.00	-452.36	66.66 %
Office Property		548.00	-548.00	
Professional Liability	11,714.59	6,743.00	4,971.59	173.73 %
Volunteer Accident	1,365.64	640.00	725.64	213.38 %
Workers Comp	751.13		751.13	
Total Insurance	25,459.83	11,919.00	13,540.83	213.61 %
Licenses, Taxes & Fees	910.69	600.00	310.69	151.78 %
Meals & Entertainment	2,783.61	175,800.00	-173,016.39	1.58 %
Miscellaneous	536.44	2,000.00	-1,463.56	26.82 %
Office Supplies	6,685.64	6,000.00	685.64	111.43 %
Payroll				
Payroll Processing Fees	2,794.48	2,785.36	9.12	100.33 %
Payroll Taxes	14,971.48	81,077.06	-66,105.58	18.47 %
Salaries & Wages	211,515.86	191,436.95	20,078.91	110.49 %

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

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total Payroll	229,281.82	275,299.37	-46,017.55	83.28 %
Postage & Shipping	1,642.99	2,000.00	-357.01	82.15 %
Printing and Publication	1,205.66	6,700.00	-5,494.34	17.99 %
Professional Services				
Accountant	8,665.00	10,800.00	-2,135.00	80.23 %
ANSI Consultant	2,250.00	5,000.00	-2,750.00	45.00 %
Attorney	1,900.00	9,250.00	-7,350.00	20.54 %
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	8,361.69	40,443.00	-32,081.31	20.68 %
PR/Marketing	8,319.40	12,000.00	-3,680.60	69.33 %
Speaker Fees	1,929.92	4,000.00	-2,070.08	48.25 %
Total Professional Services	70,983.42	131,293.00	-60,309.58	54.06 %
Rent & Storage	23,411.00	27,148.00	-3,737.00	86.23 %
Technology	22,080.50	46,059.25	-23,978.75	47.94 %
Telecommunications	1,264.10	2,200.00	-935.90	57.46 %
Travel	22,597.86		22,597.86	
Airfare	6,774.13	13,250.00	-6,475.87	51.13 %
Lodging	10,076.15	13,250.00	-3,173.85	76.05 %
Meals	4,153.26	9,200.00	-5,046.74	45.14 %
Other Travel	15,043.71	6,150.00	8,893.71	244.61 %
Transportation	2,824.78	7,200.00	-4,375.22	39.23 %
Total Travel	61,469.89	49,050.00	12,419.89	125.32 %
Unapplied Cash Bill Payment Expense	0.00		0.00	
Venue Fees	136,179.18	103,441.41	32,737.77	131.65 %
Total Expenses	\$764,740.74	\$888,890.03	\$ -124,149.29	86.03 %
NET OPERATING INCOME	\$282,178.53	\$89,299.97	\$192,878.56	315.99 %
NET INCOME	\$282,178.53	\$89,299.97	\$192,878.56	315.99 %

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

Monthly Management Report

Association for Challenge Course Technology

For the period ended March 31, 2019



Prepared by

Kristi L. Hattig CPA, LLC

Prepared on

April 24, 2019

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Balance Sheet.....3

Balance Sheet

As of March 31, 2019

	Total
ASSETS	
Current Assets	
Bank Accounts	
Chase Operating	447,442.73
Chase Savings	261.05
Citizen's Access CD	251,573.55
Total Bank Accounts	699,277.33
Total Current Assets	699,277.33
TOTAL ASSETS	\$699,277.33
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Chase Card	0.00
Chase Card - 1061 Shawn Tierney	9,535.82
Chase Card - 1344 Melissa Webb	1,032.24
Chase Card - 6484 Heather Brooks	192.73
Chase Card - 7017 Scott Andrews	6.92
Total Chase Card	10,767.71
Total Credit Cards	10,767.71
Total Current Liabilities	10,767.71
Total Liabilities	10,767.71
Equity	
Retained Earnings	388,222.76
Net Income	300,286.86
Total Equity	688,509.62
TOTAL LIABILITIES AND EQUITY	\$699,277.33

Association for Challenge Course Technology

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

January - March, 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Income				
Other / Interest Income	1,573.58	42.00	1,531.58	3,746.62 %
Standard Income	414,360.66	302,850.00	111,510.66	136.82 %
Total Income	415,934.24	302,892.00	113,042.24	137.32 %
Total Income	\$415,934.24	\$302,892.00	\$113,042.24	137.32 %
GROSS PROFIT	415,934.24	302,892.00	113,042.24	137.32 %
Expenses				
Advertising and Promotions	1,005.85	6,500.00	-5,494.15	15.47 %
Bank Fees				
Bank Service Charges	15.00	250.00	-235.00	6.00 %
Merchant Service Fees	6,978.37	12,000.00	-5,021.63	58.15 %
Other Bank Fees	63.10	250.00	-186.90	25.24 %
Total Bank Fees	7,056.47	12,500.00	-5,443.53	56.45 %
Continuing Education		1,125.00	-1,125.00	
Dues and Subscriptions		7,380.00	-7,380.00	
Events-	86,162.54		86,162.54	
Insurance	11.92		11.92	
Conference Cancellation		0.00	0.00	
Cyber Policy	1,831.60	1,300.00	531.60	140.89 %
Directors & Officers	356.42	0.00	356.42	
General Liability	226.16	1,357.00	-1,130.84	16.67 %
Office Property		0.00	0.00	
Professional Liability	1,391.60	6,743.00	-5,351.40	20.64 %
Volunteer Accident	1,045.66	640.00	405.66	163.38 %
Workers Comp	241.46		241.46	
Total Insurance	5,104.82	10,040.00	-4,935.18	50.84 %
Licenses, Taxes & Fees	228.08	300.00	-71.92	76.03 %
Meals & Entertainment	1,188.20	175,500.00	-174,311.80	0.68 %
Miscellaneous	467.89	500.00	-32.11	93.58 %
Office Supplies	4,341.88	4,250.00	91.88	102.16 %
Payroll				
Payroll Processing Fees	927.20	780.24	146.96	118.84 %
Payroll Taxes	2,729.89	23,407.71	-20,677.82	11.66 %
Salaries & Wages	62,923.04	54,617.97	8,305.07	115.21 %
Total Payroll	66,580.13	78,805.92	-12,225.79	84.49 %
Postage & Shipping	918.60	1,300.00	-381.40	70.66 %
Printing and Publication	939.84	5,130.00	-4,190.16	18.32 %
Professional Services				
Accountant	2,140.00	3,000.00	-860.00	71.33 %
ANSI Consultant	350.00	1,500.00	-1,150.00	23.33 %
Attorney		2,250.00	-2,250.00	

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

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Conference Service Provider		0.00	0.00	
Health & Safety		4,500.00	-4,500.00	
Other Professional Services	3,075.50	32,100.00	-29,024.50	9.58 %
PR/Marketing		1,500.00	-1,500.00	
Speaker Fees	1,000.00	4,000.00	-3,000.00	25.00 %
Total Professional Services	6,565.50	48,850.00	-42,284.50	13.44 %
Rent & Storage	6,390.00	8,283.00	-1,893.00	77.15 %
Technology	6,458.22	28,226.75	-21,768.53	22.88 %
Telecommunications	284.28	660.00	-375.72	43.07 %
Travel	16,845.19		16,845.19	
Airfare	9,681.80	5,700.00	3,981.80	169.86 %
Lodging	424.89	5,700.00	-5,275.11	7.45 %
Meals	879.51	3,900.00	-3,020.49	22.55 %
Other Travel	870.67	2,650.00	-1,779.33	32.86 %
Transportation	1,580.13	2,900.00	-1,319.87	54.49 %
Total Travel	30,282.19	20,850.00	9,432.19	145.24 %
Venue Fees	132,825.46	47,954.68	84,870.78	276.98 %
Total Expenses	\$356,799.95	\$458,155.35	\$ -101,355.40	77.88 %
NET OPERATING INCOME	\$59,134.29	\$ -155,263.35	\$214,397.64	-38.09 %
NET INCOME	\$59,134.29	\$ -155,263.35	\$214,397.64	-38.09 %

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 - March 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Income				
Other / Interest Income	1,672.75	126.00	1,546.75	1,327.58 %
Standard Income	1,026,492.00	956,200.00	70,292.00	107.35 %
Total Income	1,028,164.75	956,326.00	71,838.75	107.51 %
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	\$1,024,583.45	\$956,326.00	\$68,257.45	107.14 %
GROSS PROFIT	\$1,024,583.45	\$956,326.00	\$68,257.45	107.14 %
Expenses				
Advertising and Promotions	1,005.85	6,500.00	-5,494.15	15.47 %
Bank Fees				
Bank Service Charges	45.00	750.00	-705.00	6.00 %
Merchant Service Fees	12,760.50	30,000.00	-17,239.50	42.54 %
Other Bank Fees	123.10	500.00	-376.90	24.62 %
Total Bank Fees	12,928.60	31,250.00	-18,321.40	41.37 %
Continuing Education		2,250.00	-2,250.00	
Dues and Subscriptions	5,751.80	7,380.00	-1,628.20	77.94 %
Events-	90,375.21		90,375.21	
Conference Expenses (deleted)	61,042.32		61,042.32	
Total Events-	151,417.53		151,417.53	
Insurance	605.68		605.68	
Conference Cancellation	2,047.63	1,331.00	716.63	153.84 %
Cyber Policy	2,475.10	1,300.00	1,175.10	190.39 %
Directors & Officers	5,595.42	0.00	5,595.42	
General Liability	904.64	1,357.00	-452.36	66.66 %
Office Property		548.00	-548.00	
Professional Liability	11,714.59	6,743.00	4,971.59	173.73 %
Volunteer Accident	1,365.64	640.00	725.64	213.38 %
Workers Comp	675.90		675.90	
Total Insurance	25,384.60	11,919.00	13,465.60	212.98 %
Licenses, Taxes & Fees	593.97	600.00	-6.03	99.00 %
Meals & Entertainment	2,763.42	175,800.00	-173,036.58	1.57 %
Miscellaneous	467.89	500.00	-32.11	93.58 %
Office Supplies	6,685.64	5,750.00	935.64	116.27 %
Payroll				
Payroll Processing Fees	2,505.16	2,395.23	109.93	104.59 %
Payroll Taxes	11,204.45	69,373.51	-58,169.06	16.15 %
Salaries & Wages	191,936.83	164,127.98	27,808.85	116.94 %

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

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total Payroll	205,646.44	235,896.72	-30,250.28	87.18 %
Postage & Shipping	1,532.29	1,900.00	-367.71	80.65 %
Printing and Publication	1,195.66	6,690.00	-5,494.34	17.87 %
Professional Services				
Accountant	8,665.00	9,800.00	-1,135.00	88.42 %
ANSI Consultant	2,250.00	4,500.00	-2,250.00	50.00 %
Attorney	1,400.00	8,500.00	-7,100.00	16.47 %
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	8,361.69	40,143.00	-31,781.31	20.83 %
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 %
Total Professional Services	69,553.50	128,743.00	-59,189.50	54.03 %
Rent & Storage	21,216.00	24,453.00	-3,237.00	86.76 %
Technology	20,765.77	45,430.25	-24,664.48	45.71 %
Telecommunications	1,264.10	1,980.00	-715.90	63.84 %
Travel	18,008.40		18,008.40	
Airfare	13,731.52	11,350.00	2,381.52	120.98 %
Lodging	8,022.13	11,350.00	-3,327.87	70.68 %
Meals	2,988.38	7,900.00	-4,911.62	37.83 %
Other Travel	14,921.60	5,450.00	9,471.60	273.79 %
Transportation	2,740.32	6,400.00	-3,659.68	42.82 %
Total Travel	60,412.35	42,450.00	17,962.35	142.31 %
Unapplied Cash Bill Payment Expense	0.00		0.00	
Venue Fees	135,711.18	99,441.41	36,269.77	136.47 %
Total Expenses	\$724,296.59	\$828,933.38	\$ -104,636.79	87.38 %
NET OPERATING INCOME	\$300,286.86	\$127,392.62	\$172,894.24	235.72 %
NET INCOME	\$300,286.86	\$127,392.62	\$172,894.24	235.72 %

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