



MINUTES for Regular Board of Directors Meeting June 19, 2019

Meeting Logistics:
06/19/2019 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 checked="" 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
(joined 8:08AM) | <input checked="" type="checkbox"/> Shawn Tierney - Executive Director |
| <input checked="" type="checkbox"/> Carson Rivers - Treasurer
(joined 8:12 AM) | <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:	Bahman
Seconded by:	Victor
Discussion:	None
Vote:	In Favor – n/a Opposed – 0 Abstaining – 0
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Approval of Minutes

Meeting and Date of Minutes:

- Regular Board of Directors Meeting (phone), 15 May 2019

Motion:	Approve previous minutes for meeting held 15 May 2019
Made by:	Cameron
Seconded by:	Bahman
Discussion:	None
Vote:	In Favor – n/a Opposed – 0 Abstaining – 1 (Bahman)
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Paul joins the meeting at 8:08AM

Executive Director Update (Shawn)

- Shawn has placed his ED report into the BoD meeting folder on Drive for review [2019-06-11 REPORT ED to BOD].
 - **Association Sponsored Health Insurance** (Cameron)
 - 3,500 lives estimated to participate year 1. IRM Committee reports that we need about 500 to make a program viable.
 - IRM Committee to review and give feedback on next steps.

Carson joins the meeting at 8:12AM

- **Operation Reviewer Program – brief** (Paul)
 - Meeting weekly



- Guide content is almost finished and ready for editing for continuity.
- Liaison from ACC has missed the past few meetings. Mandy to follow up with Paul after BoD meeting
- **Vendor Accreditation Program – brief** (Mandy)
 - VARTF has provided their thoughts and intention for direction of the program for BoD feedback and questions. Doc is on BoD Drive for review [2019-05-06 INFO Accredited Vendor Program Description wdb]
 - BoD to review the doc and add comments and questions no later than 1 July 2019.

Monthly Financials (Shawn)

- Shawn has placed the final April and draft May financials into the BoD meeting folder on Drive for review [2019-06-11 REPORT April Financials, 2019-06-11 REPORT May Financials – DRAFT].

FY20 Budget (Shawn & Carson)

- Latest working copy of the budget is in Finance Committee Drive [2019-05-20 VERSION 3.0 ACCT Draft FY20 Budget]
- Additional work (post-budget approval) is needed to ensure budgeted/allotted funds are utilized most effectively in alignment with association priorities.

Motion:	Approve 2019-05-20 VERSION 3.0 ACCT Draft FY20 Budget as presented
Made by:	Paul
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

FOTG Developments (Shawn & Ben)

- Conference call to happen between Ben, Shawn, and Rich Sayre.
- An ACCT PVM had performed an inspection at FOTG in 2017 and a major modification had been made at FOTG since then. It is not apparent at this time who did that modification.
- Shawn spoke with the stepfather of the Canadian man who was killed (Warren Hamm). Mr. Hamm is launching his own investigation/taking his own action steps. He is not critical of ACCT and understands the limits of what we can do as an organization.

Board Meeting Efficiency (Ben & Mandy)

- Updates that can and should be brief will be time limited to keep everyone focused
- Top priority items to be highlighted on agendas
- Homework and action items to be assigned with deadlines at bottom of minutes
- New deadline to be created for agenda and supporting documents being placed in Drive



Volunteer Org Chart (Shawn)

- Chart is up to date and up on website.

Regulatory Update (Shawn)

- See updates within Shawn's ED report
- Publication of new version of standards was delayed by public comments and questions from ANSI re: balance on the Consensus Group. ANSI publication is moving forward and is expected to be published in August/September.
- Meeting of regulatory parties in Thailand post FOTG accident has not led (to date) to any regulatory entity in Thailand accepting ACCT's offer of assistance.

Association IT Needs (Shawn)

- **BoD Roles for Asana Projects/Tasks, Slack Channels, Team Drives**
 - Further conversations need to be had to make decisions on roles
- **Staff IT Work Group**
 - John V. is seeking members
- **Community Drive Storage & Maintenance**
 - John V. to potentially launch this Drive in July

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

- BoD members to review the ToR for each of the volunteer groups that they liaise with. Follow up with Mandy before next BoD meeting on whether or not updates are needed.
- **Affinity Group Purpose, Accountability, & Liaisons**
 - Shawn to look into assigning a staff member to liaise with each Affinity Group.

ACCT Publication Panel/Strategic Communications (Shawn)

- Shawn to reach out to group members in late July

International Committee Update (Victor)

- IC recommends that ACCT begin identifying other organizations to join that have an international platform/membership
- There is a need for an up to date list of international members. Victor to contact John V.
- Work has started on baseline budget for a 2020 international conference in Asia
- Shawn to attend an upcoming IC meeting

Arival "Partnership" Proposal (Shawn)

- Conference for tourism/operators
- Could be opportunity for a shared PD event between ARIVAL & ACCT
- BoD has additional questions and will discuss further

FY20 Priorities (Ben)

[Tabled for next meeting]



CLOSING

Motion: Motion to adjourn the meeting.
Made by: Rohan
Seconded by: Carson
Discussion: None.
Vote: In Favor – n/a
Opposed – 0
Abstaining – 0
Motion Carries: Yes
 No

Meeting adjourned at 9:36 AM Mountain Time.

APPROVED



To: ACCT Board
From: Shawn Tierney, Executive Director
Date: 6/11/19

RE: June Board Report

Summary of Activities

May Financials / FY20 Budget

The Draft March and Final April financial statements are in the F2F meeting folder. As we near the end of the current fiscal year, I am projecting a net income of \$150k+. I won't know the final net income number until later July, when the June financials have been completed. As a reminder, other financial statements (FY19 working budget, money market, CD statements, etc.) are in the Finance drive.

The Draft FY20 budget is also in the Finance team drive which all BOD members should have access to. The draft is in a folder named "FY20 Financial Planning." The draft is ready to be voted on and approved during the June meeting. We will spend time on our call discussing the draft budget further. Based on input from the BOD over the past two months,

I have budgeted larger amounts in the following areas:

- PR/Marketing \$32k
- F2F meetings \$57k (excluding 3 BOD meetings)
- BOD Strategic Planning \$20k
- Additional travel for the PD \$7k total
- Additional Legal \$6k total
- FT Staff Health Insurance \$35k

Note: net income in the FY20 budget is now \$50k

ACCT FT Staff Health Insurance

Currently in the process of finalizing the enrollment process for full-time staff. Four out of our five full-time staff will be participating in the program, with ACCT contributing 75%-90% (depending on number of years with ACCT) of the annual premium cost. I'm anticipating that the overall cost will be lower than what I have budgeted in the FY20 budget. I won't know final number until the end of June however.

ACCT Sponsored Health Insurance for Members

A survey designed largely by the Insurance and Risk Management committee has closed, with a total of 175 responses. The survey has been sent to the IRMC for the next steps in the process.

Volunteer Org Chart Updates

The Org chart has been updated to reflect our current structure, with ACCT University, and IT being added to the staff work groups, and the Women of ACCT has been added to Affinity groups.

Events Director

Melissa is ready to return to work full-time the week of June 10.

Regulatory/Policy work (update provided by Scott Andrews)

There is a lot going on in the Regulatory arena with important changes in Maryland, Colorado, Utah, and Florida.

Maryland. On May 15, 2019, Scott Andrews, ACCT Policy Director, spoke to the Maryland Amusement Rides Safety Advisory Board in Ocean City, MD. Members of the advisory board wanted to know more about ACCT, the ACCT Standards, and the nature of the challenge course industry. Scott was able to share with them that the industry is much more diverse than the amusement world they are accustomed to. They appreciated a clear description of how an educational or therapeutic course is different from an amusement ride. The Maryland Amusement Rides Safety Advisory Board accepted and endorsed the concept of licensing all challenge courses in Maryland using the ACCT standards, an ACCT inspection, and a brief compliance inspection by state inspectors. This regulation will still need to go through the public comment process before it is enacted sometime later this year. The public comment period will be announced in the Maryland Register. The register is released every two weeks and can be found here <http://www.dsd.state.md.us/MDR/mdregister.html>. Keep checking the newsletter for updates.

Colorado. After a long and significant stakeholder comment period, Colorado Department of Oil and Public Safety held a public hearing on the new amusement regulations. Shawn Tierney, ACCT Executive Director, attended the hearing and spoke on behalf of the ACCT membership. The new regulation will be released in July of this year. These regulations will only impact commercial operations in the state. The new regulations recognize both ACCT and ASTM standards. Please look for the release information here in the upcoming newsletters and in Colorado state notifications.

These regulations show the importance of not only the Association's participation in this process but also your individual participation in the regulatory process. State employees were impressed by the engagement of members of our industry. Positive changes to this regulation were made because of your involvement and comments.

Utah. In March, the Utah legislature passed a law that will regulate amusement devices in the state including ziplines. The legislation calls for an extended time to create the commission which will oversee the regulation and for rulemaking. Currently, the state is populating the commission which will take up rulemaking soon after that. Please stay tuned for more details on how you can be part of crafting the rules for zip lines in the state.

Florida. The Sunshine State will be starting an amusement device rulemaking period this summer. In conversations with state staff, Florida has made it clear that rulemaking public comment will be in July or early August. This will be an important time for commercial operators to make themselves heard so that a good set of rules can be crafted. ACCT will announce the stakeholder meeting and hearings as soon as they are known.

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.

OA/ORPTF

Reb has largely completed the legal review of OA (no major issues have surfaced), and Reb has also drafted disclaimer language and other limits of liability language that can be added to various OA forms, and the ACCT website. The operation reviewer program task force continues to meet weekly, and they are close to completing a reviewer manual and looking at what the orientation / training for reviewers will entail.

FY19 Organizational Priorities – June Update

1. Increase Membership and Value

1.1 Improved workshops: *progress made for the 2019 Denver conference based on survey results.*

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.*

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 April 30, 2019



Prepared by

Kristi L. Hattig CPA, LLC

Prepared on

June 11, 2019

Table of Contents

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	-101.36
Chase Card - 6484 Heather	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
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							110.70		110.70								110.70
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	6,232.19		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	1,277.71	4,680.92	11,175.53	0.00	929.92	2,050.72	1,795.40	2,386.07	7,162.11	14,105.76	38,819.34
NET OPERATING INCOME	0.00	-1,821.52	-4,554.42	-6,375.94	0.00	11,363.10	943.29	-4,680.92	7,625.47	0.00	2,185.08	-2,050.72	-1,795.40	-2,386.07	-4,047.11	-13,730.70	-16,528.28
NET INCOME	\$0.00	\$ -1,821.52	\$ -4,554.42	\$ -6,375.94	\$0.00	\$11,363.10	\$943.29	\$ -4,680.92	\$7,625.47	\$0.00	\$2,185.08	\$ -2,050.72	\$ -1,795.40	\$ -2,386.07	\$ -4,047.11	\$ -13,730.70	\$ -16,528.28

Profit and Loss by Class

July 2018 - May 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																3,720.08	3,720.08
Standard Income		724,149.89		724,149.89		183,881.80	22,256.50		206,138.30		52,294.65	70.00	82,748.00		135,112.65	1,342.13	1,066,742.97
Total Income		724,149.89		724,149.89		183,881.80	22,256.50		206,138.30		52,294.65	70.00	82,748.00		135,112.65	5,062.21	1,070,463.05
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	183,881.80	22,256.50	0.00	206,138.30	0.00	50,620.73	70.00	80,840.62	0.00	131,531.35	5,062.21	1,066,881.75
GROSS PROFIT	0.00	724,149.89	0.00	724,149.89	0.00	183,881.80	22,256.50	0.00	206,138.30	0.00	50,620.73	70.00	80,840.62	0.00	131,531.35	5,062.21	1,066,881.75
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																14,104.87	14,104.87
Other Bank Fees							1.00	3.10	4.10							267.00	271.10
Total Bank Fees							1.00	3.10	4.10							14,416.87	14,420.97
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	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																863.91	863.91
Total Insurance																25,572.61	25,572.61
Licenses, Taxes & Fees																910.69	910.69
Meals & Entertainment		401.39		401.39								1,033.01	71.07		1,104.08	1,312.99	2,818.46
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							2,854.07	6,688.02
Payroll																	0.00
Payroll Processing Fees																3,155.42	3,155.42
Payroll Taxes			3,890.02	3,890.02		2,235.05		3,506.82	5,741.87			1,949.80	997.56		2,947.36	4,822.09	17,401.34
Salaries & Wages			50,889.12	50,889.12		29,215.73		47,571.82	76,787.55			25,487.50	16,040.00		41,527.50	73,846.08	243,050.25
Total Payroll			54,779.14	54,779.14		31,450.78		51,078.64	82,529.42			27,437.30	17,037.56		44,474.86	81,823.59	263,607.01
Postage & Shipping						738.34	250.78	290.20	1,279.32							426.02	1,705.34
Printing and Publication		416.52		416.52			504.85		504.85		341.01				341.01	162.31	1,424.69
Professional Services																	0.00
Accountant																11,665.00	11,665.00
ANSI Consultant							2,250.00		2,250.00								2,250.00
Attorney							275.00		275.00							1,900.00	2,175.00
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		6,720.00		119.40	6,839.40								9,039.40
Speaker Fees		1,000.00		1,000.00							929.92				929.92		1,929.92
Total Professional Services		41,993.91		41,993.91		6,720.00	2,525.00	2,999.40	12,244.40		1,729.92				1,729.92	19,010.19	74,978.42
Rent & Storage																26,658.50	26,658.50
Technology		7,214.29	63.98	7,278.27		4,851.00	67.15		4,918.15				33.99		33.99	10,535.72	22,766.13
Telecommunications			480.52	480.52												887.58	1,368.10
Travel		2,710.09		2,710.09		4,260.26	2,361.56		6,621.82		193.70	4,065.78	5,924.28	475.01	10,658.77	5,579.25	25,569.93
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	5,972.83	12,691.45
Meals		513.92	92.50	606.42		52.36	267.72	124.95	445.03				284.23	1,148.36	1,432.59	1,778.71	4,262.75
Other Travel		828.43	16.00	844.43				42.24	42.24			3,662.63	6,468.64	460.28	10,591.55	3,665.49	15,143.71
Transportation		1,539.94	470.03	2,009.97			49.16		49.16				478.78	7.10	485.88	335.73	2,880.74
Total Travel		5,859.01	1,322.55	7,181.56		5,509.60	3,332.41	2,301.09	11,143.10		193.70	7,728.41	15,835.63	7,558.00	31,315.74	17,682.31	67,322.71
Venue Fees		133,743.46		133,743.46								2,435.72			2,435.72		136,179.18
Total Expenses	0.00	343,921.49	59,236.12	403,157.61	0.00	49,678.43	19,824.99	56,880.66	126,384.08	0.00	2,264.63	11,497.14	43,377.99	24,595.56	81,735.32	202,765.00	814,042.01
NET OPERATING INCOME	0.00	380,228.40	-59,236.12	320,992.28	0.00	134,203.37	2,431.51	-56,880.66	79,754.22	0.00	48,356.10	-11,427.14	37,462.63	-24,595.56	49,796.03	-197,702.79	252,839.74
NET INCOME	\$0.00	\$380,228.40	\$ -59,236.12	\$320,992.28	\$0.00	\$134,203.37	\$2,431.51	\$ -56,880.66	\$79,754.22	\$0.00	\$48,356.10	\$ -11,427.14	\$37,462.63	\$ -24,595.56	\$49,796.03	\$ -197,702.79	\$252,839.74

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.

		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 %

Monthly Management Report

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



Prepared by

Kristi L. Hattig CPA, LLC

Prepared on

June 11, 2019

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Balance Sheet DRAFT3

Profit and Loss by Class4

Profit and Loss by Class5

Balance Sheet DRAFT

As of May 31, 2019

	Total
ASSETS	
Current Assets	
Bank Accounts	
Axos Bank	225,986.94
Chase Operating	167,158.86
Chase Savings	227.07
Citizen's Access CD	0.00
X-0508	84,092.96
X-0511	84,261.20
X-0523	84,279.76
Total Citizen's Access CD	252,633.92
Total Bank Accounts	646,006.79
Total Current Assets	646,006.79
TOTAL ASSETS	\$646,006.79
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Chase Card	4,934.29
Chase Card - 1061 Shawn	10.00
Total Chase Card	4,944.29
Total Credit Cards	4,944.29
Total Current Liabilities	4,944.29
Total Liabilities	4,944.29
Equity	
Retained Earnings	388,222.76
Net Income	252,839.74
Total Equity	641,062.50
TOTAL LIABILITIES AND EQUITY	\$646,006.79

Profit and Loss by Class

May 2019

	1. Event	1. Direct	2. DeptOH	Total 1. Event	2. Membership	1. Direct	2. Standards	4. DeptOH	Total 2. Membership	3. Programs	3. Vendor	Total 3. Programs	4. Overhead (Assn)	TOTAL
INCOME														
Income														0.00
Other / Interest Income													1,016.08	1,016.08
Standard Income						18,799.90	302.50		19,102.40				-156.00	18,946.40
Total Income						18,799.90	302.50		19,102.40				860.08	19,962.48
Total Income	0.00	0.00	0.00	0.00	0.00	18,799.90	302.50	0.00	19,102.40	0.00	0.00	0.00	860.08	19,962.48
GROSS PROFIT	0.00	0.00	0.00	0.00	0.00	18,799.90	302.50	0.00	19,102.40	0.00	0.00	0.00	860.08	19,962.48
EXPENSES														
Bank Fees														0.00
Merchant Service Fees													640.74	640.74
Other Bank Fees													19.00	19.00
Total Bank Fees													659.74	659.74
Insurance														0.00
Workers Comp													112.78	112.78
Total Insurance													112.78	112.78
Meals & Entertainment													34.85	34.85
Office Supplies													2.38	2.38
Payroll														0.00
Payroll Processing Fees													360.94	360.94
Payroll Taxes			485.49	485.49		556.11		664.66	1,220.77				723.60	2,429.86
Salaries & Wages			6,346.14	6,346.14		7,269.24		8,688.25	15,957.49				9,230.76	31,534.39
Total Payroll			6,831.63	6,831.63		7,825.35		9,352.91	17,178.26				10,315.30	34,325.19
Postage & Shipping						39.35	17.25		56.60				5.75	62.35
Printing and Publication							209.03		209.03				10.00	219.03
Professional Services														0.00
Accountant													3,000.00	3,000.00
Attorney							275.00		275.00					275.00
PR/Marketing						720.00			720.00					720.00
Total Professional Services						720.00	275.00		995.00				3,000.00	3,995.00
Rent & Storage													3,247.50	3,247.50
Technology		33.99		33.99			67.15		67.15				584.49	685.63
Telecommunications													104.00	104.00
Travel		454.37		454.37			470.02		470.02		546.32	546.32	1,501.36	2,972.07
Lodging													2,615.30	2,615.30
Meals							95.81		95.81				13.68	109.49
Other Travel													100.00	100.00
Transportation													55.96	55.96
Total Travel		454.37		454.37			565.83		565.83		546.32	546.32	4,286.30	5,852.82
Total Expenses	0.00	488.36	6,831.63	7,319.99	0.00	8,584.70	1,134.26	9,352.91	19,071.87	0.00	546.32	546.32	22,363.09	49,301.27
NET OPERATING INCOME	0.00	-488.36	-6,831.63	-7,319.99	0.00	10,215.20	-831.76	-9,352.91	30.53	0.00	-546.32	-546.32	-21,503.01	-29,338.79
NET INCOME	\$0.00	\$ -488.36	\$ -6,831.63	\$ -7,319.99	\$0.00	\$10,215.20	\$ -831.76	\$ -9,352.91	\$30.53	\$0.00	\$ -546.32	\$ -546.32	\$ -21,503.01	\$ -29,338.79

Profit and Loss by Class

July 2018 - May 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																3,720.08	3,720.08
Standard Income		724,149.89		724,149.89		183,881.80	22,256.50		206,138.30		52,294.65	70.00	82,748.00		135,112.65	1,342.13	1,066,742.97
Total Income		724,149.89		724,149.89		183,881.80	22,256.50		206,138.30		52,294.65	70.00	82,748.00		135,112.65	5,062.21	1,070,463.05
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	183,881.80	22,256.50	0.00	206,138.30	0.00	50,620.73	70.00	80,840.62	0.00	131,531.35	5,062.21	1,066,881.75
GROSS PROFIT	0.00	724,149.89	0.00	724,149.89	0.00	183,881.80	22,256.50	0.00	206,138.30	0.00	50,620.73	70.00	80,840.62	0.00	131,531.35	5,062.21	1,066,881.75
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																14,104.87	14,104.87
Other Bank Fees							1.00	3.10	4.10							267.00	271.10
Total Bank Fees							1.00	3.10	4.10							14,416.87	14,420.97
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																	863.91
Total Insurance																	25,572.61
Licenses, Taxes & Fees																	910.69
Meals & Entertainment		401.39		401.39								1,033.01	71.07		1,104.08	1,312.99	2,818.46
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							2,854.07	6,688.02
Payroll																	0.00
Payroll Processing Fees																	3,155.42
Payroll Taxes			3,890.02	3,890.02		2,235.05		3,506.82	5,741.87			1,949.80	997.56		2,947.36	4,822.09	17,401.34
Salaries & Wages			50,889.12	50,889.12		29,215.73		47,571.82	76,787.55			25,487.50	16,040.00		41,527.50	73,846.08	243,050.25
Total Payroll			54,779.14	54,779.14		31,450.78		51,078.64	82,529.42			27,437.30	17,037.56		44,474.86	81,823.59	263,607.01
Postage & Shipping						738.34	250.78	290.20	1,279.32								426.02
Printing and Publication		416.52		416.52			504.85		504.85		341.01				341.01	162.31	1,424.69
Professional Services																	0.00
Accountant																	11,665.00
ANSI Consultant							2,250.00		2,250.00								2,250.00
Attorney							275.00		275.00							1,900.00	2,175.00
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		6,720.00		119.40	6,839.40								9,039.40
Speaker Fees		1,000.00		1,000.00							929.92				929.92		1,929.92
Total Professional Services		41,993.91		41,993.91		6,720.00	2,525.00	2,999.40	12,244.40		1,729.92				1,729.92	19,010.19	74,978.42
Rent & Storage																	26,658.50
Technology		7,214.29	63.98	7,278.27		4,851.00	67.15		4,918.15				33.99		33.99	10,535.72	22,766.13
Telecommunications			480.52	480.52													887.58
Travel		2,710.09		2,710.09		4,260.26	2,361.56		6,621.82		193.70	4,065.78	5,924.28	475.01	10,658.77	5,579.25	25,569.93
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	5,972.83	12,691.45
Meals		513.92	92.50	606.42		52.36	267.72	124.95	445.03				284.23	1,148.36	1,432.59	1,778.71	4,262.75
Other Travel		828.43	16.00	844.43				42.24	42.24			3,662.63	6,468.64	460.28	10,591.55	3,665.49	15,143.71
Transportation		1,539.94	470.03	2,009.97			49.16		49.16				478.78	7.10	485.88	335.73	2,880.74
Total Travel		5,859.01	1,322.55	7,181.56		5,509.60	3,332.41	2,301.09	11,143.10		193.70	7,728.41	15,835.63	7,558.00	31,315.74	17,682.31	67,322.71
Venue Fees		133,743.46		133,743.46								2,435.72			2,435.72		136,179.18
Total Expenses	0.00	343,921.49	59,236.12	403,157.61	0.00	49,678.43	19,824.99	56,880.66	126,384.08	0.00	2,264.63	11,497.14	43,377.99	24,595.56	81,735.32	202,765.00	814,042.01
NET OPERATING INCOME	0.00	380,228.40	-59,236.12	320,992.28	0.00	134,203.37	2,431.51	-56,880.66	79,754.22	0.00	48,356.10	-11,427.14	37,462.63	-24,595.56	49,796.03	-197,702.79	252,839.74
NET INCOME	\$0.00	\$380,228.40	\$ -59,236.12	\$320,992.28	\$0.00	\$134,203.37	\$2,431.51	\$ -56,880.66	\$79,754.22	\$0.00	\$48,356.10	\$ -11,427.14	\$37,462.63	\$ -24,595.56	\$49,796.03	\$ -197,702.79	\$252,839.74

Association for Challenge Course Technology

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

May 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Income				
Other / Interest Income	1,016.08	14.00	1,002.08	7,257.71 %
Standard Income	18,946.40	20,200.00	-1,253.60	93.79 %
Total Income	19,962.48	20,214.00	-251.52	98.76 %
Total Income	\$19,962.48	\$20,214.00	\$ -251.52	98.76 %
GROSS PROFIT	\$19,962.48	\$20,214.00	\$ -251.52	98.76 %
Expenses				
Advertising and Promotions				
		0.00	0.00	
Bank Fees				
Bank Service Charges		0.00	0.00	
Merchant Service Fees	640.74	750.00	-109.26	85.43 %
Other Bank Fees	19.00	0.00	19.00	
Total Bank Fees	659.74	750.00	-90.26	87.97 %
Continuing Education				
		0.00	0.00	
Dues and Subscriptions				
		0.00	0.00	
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	112.78		112.78	
Total Insurance	112.78	0.00	112.78	
Licenses, Taxes & Fees				
		0.00	0.00	
Meals & Entertainment				
	34.85	100.00	-65.15	34.85 %
Miscellaneous				
		0.00	0.00	
Office Supplies				
	2.38	250.00	-247.62	0.95 %
Payroll				
Payroll Processing Fees	360.94	222.31	138.63	162.36 %
Payroll Taxes	2,429.86	6,669.23	-4,239.37	36.43 %
Salaries & Wages	31,534.39	15,561.54	15,972.85	202.64 %
Total Payroll	34,325.19	22,453.08	11,872.11	152.88 %
Postage & Shipping				
	62.35	100.00	-37.65	62.35 %
Printing and Publication				
	219.03	10.00	209.03	2,190.30 %
Professional Services				
Accountant	3,000.00	1,000.00	2,000.00	300.00 %
ANSI Consultant		500.00	-500.00	
Attorney	275.00	750.00	-475.00	36.67 %
Conference Service Provider		0.00	0.00	

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

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Health & Safety		0.00	0.00	
Other Professional Services		0.00	0.00	
PR/Marketing	720.00	0.00	720.00	
Speaker Fees		0.00	0.00	
Total Professional Services	3,995.00	2,250.00	1,745.00	177.56 %
Rent & Storage	3,247.50	2,195.00	1,052.50	147.95 %
Technology	685.63	629.00	56.63	109.00 %
Telecommunications	104.00	220.00	-116.00	47.27 %
Travel	2,972.07		2,972.07	
Airfare		150.00	-150.00	
Lodging	2,615.30	150.00	2,465.30	1,743.53 %
Meals	109.49	100.00	9.49	109.49 %
Other Travel	100.00	100.00	0.00	100.00 %
Transportation	55.96	100.00	-44.04	55.96 %
Total Travel	5,852.82	600.00	5,252.82	975.47 %
Venue Fees		0.00	0.00	
Total Expenses	\$49,301.27	\$29,557.08	\$19,744.19	166.80 %
NET OPERATING INCOME	\$ -29,338.79	\$ -9,343.08	\$ -19,995.71	314.02 %
NET INCOME	\$ -29,338.79	\$ -9,343.08	\$ -19,995.71	314.02 %

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 - May 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Income				
Other / Interest Income	3,720.08	154.00	3,566.08	2,415.64 %
Standard Income	1,066,742.97	998,250.00	68,492.97	106.86 %
Total Income	1,070,463.05	998,404.00	72,059.05	107.22 %
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	\$1,066,881.75	\$998,404.00	\$68,477.75	106.86 %
GROSS PROFIT	\$1,066,881.75	\$998,404.00	\$68,477.75	106.86 %
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	14,104.87	32,750.00	-18,645.13	43.07 %
Other Bank Fees	271.10	500.00	-228.90	54.22 %
Total Bank Fees	14,420.97	34,000.00	-19,579.03	42.41 %
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	863.91		863.91	
Total Insurance	25,572.61	11,919.00	13,653.61	214.55 %
Licenses, Taxes & Fees	910.69	600.00	310.69	151.78 %
Meals & Entertainment	2,818.46	175,900.00	-173,081.54	1.60 %
Miscellaneous	536.44	2,000.00	-1,463.56	26.82 %
Office Supplies	6,688.02	6,250.00	438.02	107.01 %
Payroll				
Payroll Processing Fees	3,155.42	3,007.67	147.75	104.91 %
Payroll Taxes	17,401.34	87,746.29	-70,344.95	19.83 %
Salaries & Wages	243,050.25	206,998.49	36,051.76	117.42 %

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

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total Payroll	263,607.01	297,752.45	-34,145.44	88.53 %
Postage & Shipping	1,705.34	2,100.00	-394.66	81.21 %
Printing and Publication	1,424.69	6,710.00	-5,285.31	21.23 %
Professional Services				
Accountant	11,665.00	11,800.00	-135.00	98.86 %
ANSI Consultant	2,250.00	5,500.00	-3,250.00	40.91 %
Attorney	2,175.00	10,000.00	-7,825.00	21.75 %
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	9,039.40	12,000.00	-2,960.60	75.33 %
Speaker Fees	1,929.92	4,000.00	-2,070.08	48.25 %
Total Professional Services	74,978.42	133,543.00	-58,564.58	56.15 %
Rent & Storage	26,658.50	29,343.00	-2,684.50	90.85 %
Technology	22,766.13	46,688.25	-23,922.12	48.76 %
Telecommunications	1,368.10	2,420.00	-1,051.90	56.53 %
Travel	25,569.93		25,569.93	
Airfare	6,774.13	13,400.00	-6,625.87	50.55 %
Lodging	12,691.45	13,400.00	-708.55	94.71 %
Meals	4,262.75	9,300.00	-5,037.25	45.84 %
Other Travel	15,143.71	6,250.00	8,893.71	242.30 %
Transportation	2,880.74	7,300.00	-4,419.26	39.46 %
Total Travel	67,322.71	49,650.00	17,672.71	135.59 %
Unapplied Cash Bill Payment Expense	0.00		0.00	
Venue Fees	136,179.18	103,441.41	32,737.77	131.65 %
Total Expenses	\$814,042.01	\$918,447.11	\$ -104,405.10	88.63 %
NET OPERATING INCOME	\$252,839.74	\$79,956.89	\$172,882.85	316.22 %
NET INCOME	\$252,839.74	\$79,956.89	\$172,882.85	316.22 %

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