



## MINUTES for Regular Board Meeting August 17th, 2022

### Meeting Logistics:

08/17/2022 7:30am Mountain Time

### Location:

Zoom Meeting

<https://zoom.us/j/8256677745>

Meeting ID: 825 667 7745

## ATTENDEES

### Presiding Officer:

Carson Rivers – **Chair**

### Board Member Attendees:

Rohan Shahani – **Vice Chair**

Korey Hampton – **Secretary**

Erik Marter – **Treasurer**

Bahman Azarm – **Member**

**\*joined 7:50am**

Keith Jacobs – **Member**

Connor James – **Member**

Jason Ong – **Member**

Billy Simpson – **Member**

Bill Zimmermann – **Executive Director**

### Quorum?

Yes

No

### Guests:

Melissa Webb

Heather Brooks

John Voegtlin

Ryan Olson

Meeting called to order at 7:31 AM Mountain Time by Carson Rivers.

### **Welcome Guests & Housekeeping** (Carson Rivers)

### **Reading of the ACCT Mission Statement** (Billy Simpson)

The Association for Challenge Course Technology (ACCT) establishes and promotes the standard of care and measure of excellence that defines professional practice and effective challenge course programs. ACCT develops, refines, and publishes standards for Installing, maintaining, and managing challenge courses; provides forums for education and professional development; and advocates for the challenge course and adventure industry.

### **Reading of the ACCT Anti-Trust Statement** (Billy Simpson)

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.

#### Approval of Agenda (Carson)

<b>Motion:</b>	Review and approve the meeting agenda
<b>Made by:</b>	Billy
<b>Seconded by:</b>	Jason
<b>Discussion:</b>	None.
<b>Vote:</b>	In Favor – N/A Opposed - 0 Abstaining - 0
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

#### Approval of Previous Meeting Minutes (Carson & Korey)

<b>Motion:</b>	Approve minutes from meeting held July 20th, 2022.
<b>Made by:</b>	Billy
<b>Seconded by:</b>	Jason
<b>Discussion:</b>	None.
<b>Vote:</b>	In Favor – N/A Opposed – 0 Abstaining – Erik
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

#### Executive Director Report (Bill) – see “2022-08-16\_ACCT\_Activity\_Summary”

General Administration – The BOD has been given the Q4 financials now. FY23 Financials have gone to the Finance Committee for review. Bill and the accountant are working on closing payroll accounts in states where we don't have employees anymore. The federal 990 form was returned and needs to be e-filed now due to a recent law change. Bill met with the law firm of Caplan & Earnest; they are reviewing the employment contracts for the ARs. The Chase Bank credit card account is finally transferred.

- Events – all pre- and post-conference sessions, as well as the 90-minutes sessions, have been selected. They are working on the draft of the grid schedule.
- Membership – We are moving to new membership management system (Novi AMS), John V. is working on this with Bill. Some errata in the digital standards have been corrected recently. Reduced our Google workspace account to 20 active user licenses and four archived ones.

*Bahman joined at 7:50AM*

**ACTION ITEM** – Verify how past holders will get updated copies of digital standards. John V. said that we know who holds a license to those standards and he can send those people an update.



- Programs – The supervisor endorsement exam has been updated and was used at the most recent ICE (Inspector Certification) testing event. The prep course and the prep course workbook have both been updated based on feedback from the last event. Income for this testing event was above projected. A master list from all 30 rounds of testing has been created so that tracking of renewals is improved. Vendor Design (VAPDTF) has sent out their draft for commenting to several groups so far (volunteer groups, BOD, PVMs) and it will soon go out to the public. They are planning a meeting at the close of the commenting period in early September and hope to get an updated copy to review prior to the upcoming BOD F2F. The QCP (Qualified Course Professional) Task Force is making progress on updates. Heather is planning travel to Singapore on September 22<sup>nd</sup> and 23<sup>rd</sup> for a presentation on Operation Accreditation since the country is adopting Operation Accreditation as a requirement for courses to operate there.

**ACTION ITEM** – All BOD: review and comment on the VAPDTF draft policy during the comment period if they have feedback.

**FY22 Q4 Financials** (Erik) – see “2022-07-20\_FINAL\_4<sup>th</sup> Quarter Financials”

<b>Motion:</b>	Approve the Financial Management Report from the 4th Quarter of Fiscal Year 2022 for public distribution.
<b>Made by:</b>	Erik
<b>Seconded by:</b>	Billy
<b>Discussion:</b>	Financial reports are posted with the minutes of the meeting at which they are approved, but not separately so you must know where to look. Discussed alternative ways to post these to the community to make them more accessible.
<b>Vote:</b>	In Favor – Korey, Erik, Bahman, Jason, Billy, Carson Opposed – none Abstaining – none
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**ACTION ITEM** – Erik: explore options for posting Association financial info outside of the BOD minutes and determine when and by whom this info should be posted.

**2023 Conference** (Melissa & Bill)

- Registration Launch Timeline – aiming to do this before the BOD F2F meeting in September. They need guidance on waiver and health considerations document prior to registration launch.
- Attendee Waiver – has been updated with date and location details, but we need to look at COVID specific info for Portland. They are working on embedding the waiver into the registration, but it needs review because we created it last year. Discussed staying in line with CDC guidelines - encourage and support mask wearing, but do not require it. Advise about handwashing, social distancing, staying home when sick, etc. Melissa and Bill will revise these materials accordingly.



### **Compliance Committee** (Billy)

Code of Conduct Revisions – before we roll out a new strategy here, we would need to notify the general membership about adhering to the Code of Conduct, because they have not agreed to the current iteration. Right now, only some subgroups (i.e., Association volunteers, reviewers, Accredited operators, etc.) have likely agreed to it. Complete agreement would take a whole renewal cycle to happen, wherein all members sign off when they renew.

**ACTION ITEM** – John: follow-up on exactly which member groups (besides PVMs) have signed the Code of Conduct to this point.

Additionally, the Code of Conduct is written with a focus on the PVMs, so it would need to be updated before it was disseminated to the whole membership. The Compliance Committee is short on volunteers and is unsure if their overall direction aligns with our governance model moving forward.

**ACTION ITEM** – All BOD: Review Compliance Committee documents and prepare thoughts on the Code of Conduct items referenced above.

**ACTION ITEM** – Billy: Invite Compliance Committee Chair Jennifer Marter to the BOD F2F to discuss further.

### **Credentialing Program Management** (Heather & Korey)

Reviewed the 'governance model evaluation' task we gave Heather and Bill at our last F2F meeting, and the discussions that have happened in the interim, including those with Kennerly, Korey, and Heather. Focus so far has been on identifying the overlap between the Program Manager's job description and the ACC (Accreditation and Certification Committee) TORs (Terms of Reference). Bill would like to develop a general governance plan and assure that this aligns with that model, and that it makes sense financially. He is still working on this and will be bringing recommendations to the BOD soon.

**ACTION ITEM** – Korey: Follow-up with Bill regarding moving this initiative forward

### **ACCT Policy Library** (Korey)

Discussed challenges faced in the organization and management of all the Association's policy documents, and the history of how those have been recorded. Also discussed which of these documents should be accessible to volunteers and membership moving forward, as well as options for where and how that could happen.

**ACTION ITEM** – Executive Committee and Bill: Coordinate a deeper look into this, and work on this between now and the conference.

**Board Emeritus Roll Off** (Carson) – There are multiple people currently on the Board Emeritus willing to step down, considering the new TORs (Terms of Reference) limiting their terms. Many current members are retired or retiring from our industry, and some have expressed that they have other limitations on their time. Discussed options for maintaining the intended roll-off and installation schedule if multiple members roll off in the same year.

Bahman left at 9:33am



**Upcoming Face to Face** (Carson)

Discussed final logistical details. Requested that the BOD submit agenda items in advance of the meeting.

**Meeting Closing** (Carson)

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

Meeting adjourned at 9:36AM Mountain Time.

APPROVED

## ACCT Activity Summary

Date: 8/16/2022

### Administration

- Chase Bank transfer from Shawn Tierney to Bill Zimmermann completed (credit card account).
- Live Oak Bank assets transferred to operating account and Live Oak bank accounts closed
- Accounts paid: OKC CC, OKC Omni 24 & 26, insurance premiums, NoviAMS
- Contract signed with Novi AMS, kickoff call, JV is project manager.
- Caplan & Earnest law firm selected, notified, engagement letter signed
- Adventure Park Insider interview completed
- Meetings with accountant regarding out of state payroll (Georgia, Illinois, Indiana, Iowa, Kansas, Maryland, Montana, Texas, Washington, Wyoming). Closing all accounts in states without employees. Registering for UI and tax withholding accounts in states with temporary employees.
- Caplan & Earnest reviewing employment contract with ARs.
- Federal form 990 returned by IRS (needed to be e-filed), will resubmit with assistance from Cathy MacRae and Laura Valdez. Call scheduled with them tomorrow.
- Q4 Financials to BoD
- FY 23 July Financials to Finance Committee

### Events

- Pre-conference and post-conference sessions selected
- 90 Minute sessions selected, presenters contacted, one session requires follow-up.
- Working on general workshop schedule for conference
- Registration details handed off to HPN for building registration portal, work has started, awaiting floor plan, waiver, and health considerations from BoD
- Selected a decorator, draft floorplan shared with decorator, CAD of floorplan underway.
- Exhibitor prospectus text is ready for designer.
- Sponsor intake form is ready once floorplan is finalized
- Site selection visits to Hartford, Philadelphia, and Pittsburg completed.
- Call scheduled with Kristin to discuss venues for 2025 this week.
- Working on logistics for board face-to-face in Portland

### Membership/CG

- 2018 Errata for 03-2016 is now included in both digital and print versions being sold
- Website Updates - from Volunteer Page submissions
  - BOD Emeritus page
  - (Update & Launch) ACC page
  - International Committee page
- Launched Featured Accredited Member - per newsletter (to perhaps be followed up by less frequent featured member - interview style)
  - Reduced our Google Workspace account to 20 active user licenses and four Archived user licenses. Got an offer for 15% discount on the impending price hike if we switched to fixed-term payment plan instead of flexible
  - 20 & 4 leaves room for all active users, including AR accounts, and a couple conference-related volunteer accounts as well as space to keep Board members who roll off in an easily reactivated archived state until a year has passed

- Archived and Restored several full account emails to Groups, which don't use up a paid license, serve as an archive/web-accessible platform for new incoming messages, and has mailing list and collaborative inbox features
  - [donotreply@acctinfo.org](mailto:donotreply@acctinfo.org)
  - [ethics@acctinfo.org](mailto:ethics@acctinfo.org)
  - [standardsmanagement@acctinfo.org](mailto:standardsmanagement@acctinfo.org)
  - [accounting@acctinfo.org](mailto:accounting@acctinfo.org)
  - [events@acctinfo.org](mailto:events@acctinfo.org)
- Backed up all accounts that were removed (on separate Google Cloud project for 30 days & one separate external hard drive so far)
- Sourced a cheaper, smaller storage facility and started moving the stuff we know we're keeping to the new unit. Will have everything out of old unit by the end of August
- Novi AMS preparation
  - Following their onboarding protocols, have had a kick-off meeting and started filling out questionnaires about our existing accounting, data, website content, third party integrations, etc.
- Backed up target groups and newsletter subscriber lists from Informz in preparation for move to Mailchimp
- Also made sure we had backups of attendees from CVENT for 2022
- Retrieved referral links and generated QR codes for PVMs to be included on Flyer the PR & Marketing workgroup is creating to make member recruitment by PVMs easy

### **Programs**

- Updated Supervisor Endorsement Exam
- Prep Course has been updated based on feedback from the last event
- Prep Course Workbook has been updated based on feedback from the last event
- Summer testing event shifted to August 11th for Prep and August 15th for testing
- Summer testing event: 21 participants for Prep, 17 for testing, standard income= \$13,590
- Creation of an ICE Master list that includes all 30 Rounds
- Vendor Accreditation Program Design Task Force has sent out the DRAFT Accreditation Manual for commenting
- QCP has made progress on updates
- Waiting on potential approval for Singapore presentation

# Management Report

Association for Challenge Course Technology  
Ended June 30, 2022



Prepared by  
**Verity Solutions, LLC**

Prepared on  
**July 20, 2022**



## Table of Contents

---

Balance Sheet	pg	3
Profit and Loss by Class	pg	4-5
Budget vs Actual	pg	6

**Association for Challenge Course Technology**  
**Balance Sheet**  
4th Quarter: As of June 30, 2022

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Operating Bank Accounts</b>	
Chase Operating	108,162.05
<b>Total Operating Accounts</b>	<b>\$ 108,162.05</b>
<b>Reserve Accounts</b>	
TIAA - CD	91,616.09
TIAA - Money Market	40,080.57
1st Internet Bank - CD	50,623.77
1st Internet Bank - Money Market	40,767.36
Live Oak - CD 0748	0.00
Live Oak - CD 1088	0.00
Live Oak - Savings	132,458.85
Chase Savings	169,411.18
<b>Total Reserve Accounts</b>	<b>\$ 524,957.82</b>
<b>Total Bank Accounts</b>	<b>\$ 633,119.87</b>
<b>Total Other Current Assets</b>	<b>\$ 0.00</b>
<b>Total Current Assets</b>	<b>\$ 633,119.87</b>
<b>TOTAL ASSETS</b>	<b>\$ 633,119.87</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
Chase Card - Beg Bal	4,489.31
Chase Card - Activity	2,161.15
<b>Total Chase Card</b>	<b>\$ 6,650.46</b>
<b>Total Credit Cards</b>	<b>\$ 6,650.46</b>
<b>Total Other Current Liabilities</b>	<b>\$ 0.00</b>
<b>Total Current Liabilities</b>	<b>\$ 6,650.46</b>
<b>Long-Term Liabilities</b>	
SBA Loan	169,300.00
<b>Total Long-Term Liabilities</b>	<b>\$ 169,300.00</b>
<b>Total Liabilities</b>	<b>\$ 175,950.46</b>
<b>Equity</b>	
Retained Earnings	617,301.17
Net Income	-160,131.76
<b>Total Equity</b>	<b>\$ 457,169.41</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 633,119.87</b>

## Association for Challenge Course Technology Profit and Loss by Class 4th Quarter: April - June 2022

	1. Event	2. Membership	3. Standards	4. Program	5. Inspector	6. Vendor	7. Overhead	TOTAL
<b>Income</b>								
<b>Other / Interest Income</b>								
Standard Income		33,630.01	2,345.27	3,898.46	12,403.80	1,000.22	414.31	414.31
Total Income	\$ 0.00	\$ 33,630.01	\$ 2,345.27	\$ 3,898.46	\$ 12,403.80	\$ 1,000.22	\$ 414.31	\$ 53,692.07
<b>Total Income</b>	\$ 0.00	\$ 33,630.01	\$ 2,345.27	\$ 3,898.46	\$ 12,403.80	\$ 1,000.22	\$ 414.31	\$ 53,692.07
<b>Gross Profit</b>	\$ 0.00	\$ 33,630.01	\$ 2,345.27	\$ 3,898.46	\$ 12,403.80	\$ 1,000.22	\$ 414.31	\$ 53,692.07
<b>Expenses</b>								
<b>Bank Fees</b>								
Bank Service Charges			43.55				36.41	36.41
Merchant Service Fees		1,372.88		62.20		35.55	39.90	1,554.08
Other Bank Fees							40.00	40.00
<b>Total Bank Fees</b>	\$ 0.00	\$ 1,372.88	\$ 43.55	\$ 62.20	\$ 0.00	\$ 35.55	\$ 116.31	\$ 1,630.49
<b>Employee Benefits</b>								
Insurance	720.61	1,253.41	198.45	109.46	161.91	161.91	308.87	2,914.62
Workers Comp	101.40	62.76	7.09	25.37	43.70	43.70	39.40	323.42
<b>Total Insurance</b>	\$ 101.40	\$ 62.76	\$ 7.09	\$ 25.37	\$ 43.70	\$ 43.70	\$ 39.40	\$ 323.42
<b>Meals &amp; Entertainment</b>								
Office Supplies							1,370.30	1,370.30
Payroll							1,433.97	1,433.97
Payroll Processing Fees	358.62	221.81	24.88	89.52	154.19	154.19	138.79	1,142.00
Payroll Taxes	2,020.88	1,254.44	146.38	513.15	879.94	879.94	802.90	6,497.63
Salaries & Wages	24,217.45	15,032.32	1,753.13	6,148.17	10,543.28	10,543.28	9,619.08	77,856.71
<b>Total Payroll</b>	\$ 26,596.95	\$ 16,508.57	\$ 1,924.39	\$ 6,750.84	\$ 11,577.41	\$ 11,577.41	\$ 10,560.77	\$ 85,496.34
<b>Postage &amp; Shipping</b>								
Professional Services		148.97	30.00					148.97
Accountant								30.00
Attorney								1,158.75
Speaker Fees	154.69			-35.00		850.00		815.00
<b>Total Prof Services</b>	\$ 154.69	\$ 0.00	\$ 0.00	\$ 35.00	\$ 0.00	\$ 850.00	\$ 1,158.75	\$ 2,128.44
<b>Rent &amp; Storage</b>								
Technology	17,731.21	2,448.96	349.85	349.85	699.70	699.70	2,109.27	8,406.58
Travel	5,042.04						5,289.25	23,020.46
Venue Fees	-2,125.42						2,134.15	7,176.19
<b>Total Expenses</b>	\$ 49,970.73	\$ 21,795.55	\$ 2,553.33	\$ 7,262.72	\$ 12,482.72	\$ 13,368.27	\$ 24,521.04	\$ 131,954.36
<b>Net Operating Income</b>	\$ 49,970.73	\$ 11,834.46	\$ 208.06	\$ 3,364.26	\$ 78.92	\$ 12,368.05	\$ 24,106.73	\$ 78,262.29
<b>Net Income</b>	\$ 49,970.73	\$ 11,834.46	\$ 208.06	\$ 3,364.26	\$ 78.92	\$ 12,368.05	\$ 24,106.73	\$ 78,262.29

**Association for Challenge Course Technology**  
**Profit and Loss by Class**  
**FY2022: July 2021 - June 2022**

	1. Event	2. Membership	3. Standards	4. Program	5. Inspector	6. Vendor	7. Overhead	TOTAL
<b>Income</b>								
Other / Interest Income	386,138.80	199,295.01	15,232.89	8,391.03	39,403.59	69,214.97	62,889.20	62,889.20
<b>Total Income</b>	<b>\$ 386,138.80</b>	<b>\$ 199,295.01</b>	<b>\$ 15,232.89</b>	<b>\$ 8,391.03</b>	<b>\$ 39,403.59</b>	<b>\$ 69,214.97</b>	<b>\$ 62,889.20</b>	<b>\$ 780,565.49</b>
<b>Total Income</b>	<b>\$ 386,138.80</b>	<b>\$ 199,295.01</b>	<b>\$ 15,232.89</b>	<b>\$ 8,391.03</b>	<b>\$ 39,403.59</b>	<b>\$ 69,214.97</b>	<b>\$ 62,889.20</b>	<b>\$ 780,565.49</b>
<b>Gross Profit</b>	<b>\$ 386,138.80</b>	<b>\$ 199,295.01</b>	<b>\$ 15,232.89</b>	<b>\$ 8,391.03</b>	<b>\$ 39,403.59</b>	<b>\$ 69,214.97</b>	<b>\$ 62,889.20</b>	<b>\$ 780,565.49</b>
<b>Expenses</b>								
Advertising and Promotions	2,761.80						545.00	3,306.80
Bank Fees							36.41	36.41
Bank Service Charges	100.50	8,750.00	371.95	158.20		975.20	179.55	10,535.40
Merchant Service Fees	15.00						113.90	128.90
Other Bank Fees								
<b>Total Bank Fees</b>	<b>\$ 115.50</b>	<b>\$ 8,750.00</b>	<b>\$ 371.95</b>	<b>\$ 158.20</b>	<b>\$ 0.00</b>	<b>\$ 975.20</b>	<b>\$ 329.86</b>	<b>\$ 10,700.71</b>
Dues and Subscriptions	8,301.60	12,052.39	8,125.00	1,534.98			1,332.45	8,125.00
Employee Benefits				889.85			1,332.45	3,007.28
Insurance								
Conference Cancellation	3,196.07							3,196.07
Cyber Policy							1,549.00	1,549.00
Directors & Officers							5,118.00	5,118.00
Foreign Liability Insurance							2,500.00	2,500.00
Office Property							593.00	593.00
Professional Liability							15,403.65	15,403.65
Volunteer Accident							890.00	890.00
Workers Comp	416.50	339.57	37.40	94.69	167.27	167.27	117.37	1,340.07
<b>Total Insurance</b>	<b>\$ 3,612.57</b>	<b>\$ 339.57</b>	<b>\$ 37.40</b>	<b>\$ 94.69</b>	<b>\$ 167.27</b>	<b>\$ 167.27</b>	<b>\$ 167.27</b>	<b>\$ 26,171.02</b>
Licenses, Taxes & Fees	399.00						1,031.00	1,430.00
Meals & Entertainment	3,305.34						1,875.43	5,180.77
Miscellaneous							1,245.36	1,245.36
Office Supplies	4,175.45	27.64					1,985.80	6,188.89
Payroll								
Payroll Processing Fees	1,562.68	1,204.80	127.32	354.53	626.77	626.77	516.88	5,019.75
Payroll Taxes	8,433.89	6,093.51	662.91	1,773.69	3,127.31	3,127.31	2,700.98	25,919.60
Salaries & Wages	92,977.82	73,955.82	8,102.65	21,270.84	37,505.94	37,505.94	31,201.51	302,520.52
<b>Total Payroll</b>	<b>\$ 102,974.39</b>	<b>\$ 81,254.13</b>	<b>\$ 8,892.88</b>	<b>\$ 23,399.06</b>	<b>\$ 41,260.02</b>	<b>\$ 41,260.02</b>	<b>\$ 34,419.37</b>	<b>\$ 333,459.87</b>
Postage & Shipping	2,249.95	741.76			739.35		453.30	3,445.01
Printing and Publication								739.35
Professional Services								
Accountant								
Attorney	1,100.00						6,400.83	6,400.83
Conference Serv Provider	55,237.13			6,655.00		850.00	3,665.00	12,270.00
Health & Safety	490.78							55,237.13
Other Prof Services	11,922.64						31,435.18	490.78
Speaker Fees	154.69					463.28	19,049.26	31,435.18
<b>Total Professional Services</b>	<b>\$ 68,905.24</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 6,655.00</b>	<b>\$ 463.28</b>	<b>\$ 19,899.26</b>	<b>\$ 10,065.83</b>	<b>\$ 105,988.61</b>
Rent & Storage	4,832.90	6,481.44	824.26	942.88	1,767.13	2,360.14	4,853.03	22,061.78
Technology	36,865.22	16,679.56	1,206.14	6,258.70	1,206.14		15,745.38	77,961.14
Telecommunications	910.73						1,510.00	2,420.73
Travel	13,344.40			1,191.94	397.40		10,558.69	25,492.43
Venue Fees	262,534.01						11,376.00	273,910.01
<b>Total Expenses</b>	<b>\$ 515,288.10</b>	<b>\$ 126,326.49</b>	<b>\$ 21,731.96</b>	<b>\$ 39,580.32</b>	<b>\$ 46,583.69</b>	<b>\$ 65,994.34</b>	<b>\$ 125,172.35</b>	<b>\$ 940,697.25</b>
<b>Net Operating Income</b>	<b>-\$ 129,149.30</b>	<b>\$ 72,968.52</b>	<b>-\$ 6,499.07</b>	<b>-\$ 31,199.29</b>	<b>-\$ 7,190.10</b>	<b>\$ 3,220.63</b>	<b>-\$ 62,283.15</b>	<b>-\$ 160,131.76</b>
<b>Net Income</b>	<b>-\$ 129,149.30</b>	<b>\$ 72,968.52</b>	<b>-\$ 6,499.07</b>	<b>-\$ 31,199.29</b>	<b>-\$ 7,190.10</b>	<b>\$ 3,220.63</b>	<b>-\$ 62,283.15</b>	<b>-\$ 160,131.76</b>

**Association for Challenge Course Technology**  
**Budget vs. Actuals: FY2021-2022**  
**4th Quarter and Year to Date**

	4th Quarter				Total YTD			
	Actual	Budget	Variance from Budget	% of Budget	Actual	Budget	Variance from Budget	% of Budget
<b>Income</b>								
Income								
Other / Interest Income	414.31	1,203.00	-788.69	34.44%	62,889.20	65,945.43	-3,056.23	95.37%
Standard Income	53,277.76	32,450.00	20,827.76	164.18%	717,676.29	961,624.78	-243,948.49	74.63%
<b>Total Income</b>	<b>\$ 53,692.07</b>	<b>\$ 33,653.00</b>	<b>\$ 20,039.07</b>	<b>159.55%</b>	<b>\$ 780,565.49</b>	<b>\$ 1,027,570.21</b>	<b>-\$ 247,004.72</b>	<b>75.96%</b>
<b>Total Income</b>	<b>\$ 53,692.07</b>	<b>\$ 33,653.00</b>	<b>\$ 20,039.07</b>	<b>159.55%</b>	<b>\$ 780,565.49</b>	<b>\$ 1,027,570.21</b>	<b>-\$ 247,004.72</b>	<b>75.96%</b>
<b>Gross Profit</b>	<b>\$ 53,692.07</b>	<b>\$ 33,653.00</b>	<b>\$ 20,039.07</b>	<b>159.55%</b>	<b>\$ 780,565.49</b>	<b>\$ 1,027,570.21</b>	<b>-\$ 247,004.72</b>	<b>75.96%</b>
<b>Expenses</b>								
Advertising and Promotions	0.00	0.00	0.00		3,306.80	1,919.00	-1,387.80	172.32%
Bank Fees								
Bank Service Charges	36.41	0.00	-36.41		36.41	0.00	-36.41	
Merchant Service Fees	1,554.08	1,245.00	-309.08	124.83%	10,535.40	13,706.23	3,170.83	76.87%
Other Bank Fees	40.00	0.00	-40.00		128.90	130.00	1.10	99.15%
<b>Total Bank Fees</b>	<b>\$ 1,630.49</b>	<b>\$ 1,245.00</b>	<b>-\$ 385.49</b>	<b>130.96%</b>	<b>\$ 10,700.71</b>	<b>\$ 13,836.23</b>	<b>\$ 3,135.52</b>	<b>77.34%</b>
Continuing Education	0.00	0.00	0.00		0.00	5.00	5.00	0.00%
Dues and Subscriptions	0.00	0.00	0.00		8,125.00	7,835.00	-290.00	103.70%
Employee Benefits	2,914.62	8,700.02	5,785.40	33.50%	28,451.00	34,800.11	6,349.11	81.76%
Insurance								
Conference Cancellation	0.00	0.00	0.00		3,196.07	3,551.00	354.93	90.00%
Cyber Policy	0.00	0.00	0.00		1,549.00	1,287.00	-262.00	120.36%
Directors & Officers	0.00	0.00	0.00		5,118.00	5,118.00	0.00	100.00%
Foreign Liability Insurance	0.00	0.00	0.00		2,500.00	2,500.00	0.00	100.00%
General Liability	0.00	0.00	0.00		0.00	8,756.47	8,756.47	0.00%
Office Property	0.00	0.00	0.00		593.00	585.00	-8.00	101.37%
Professional Liability	0.00	0.00	0.00		15,403.65	7,105.00	-8,298.65	216.80%
Volunteer Accident	0.00	0.00	0.00		890.00	2,189.00	1,299.00	40.66%
Workers Comp	323.42	234.00	-89.42	138.21%	1,340.07	973.15	-366.92	137.70%
<b>Total Insurance</b>	<b>\$ 323.42</b>	<b>\$ 234.00</b>	<b>-\$ 89.42</b>	<b>138.21%</b>	<b>\$ 30,589.79</b>	<b>\$ 32,064.62</b>	<b>\$ 1,474.83</b>	<b>95.40%</b>
Licenses, Taxes & Fees	0.00	0.00	0.00		1,430.00	1,076.00	-354.00	132.90%
Meals & Entertainment	1,370.30	180.00	-1,190.30	761.28%	5,180.77	810.00	-4,370.77	639.60%
Miscellaneous	0.00	0.00	0.00		1,245.36	0.00	-1,245.36	
Office Supplies	1,433.97	650.00	-783.97	220.61%	6,188.89	2,355.73	-3,833.16	262.72%
Payroll								
Payroll Processing Fees	1,142.00	647.55	-494.45	176.36%	5,019.75	2,580.11	-2,439.64	194.56%
Payroll Taxes	6,497.63	6,656.28	158.65	97.62%	25,919.60	27,058.86	1,139.26	95.79%
Salaries & Wages	77,856.71	87,009.97	9,153.26	89.48%	302,520.52	353,709.90	51,189.38	85.53%
<b>Total Payroll</b>	<b>\$ 85,496.34</b>	<b>\$ 94,313.80</b>	<b>\$ 8,817.46</b>	<b>90.65%</b>	<b>\$ 333,459.87</b>	<b>\$ 383,348.87</b>	<b>\$ 49,889.00</b>	<b>86.99%</b>
Postage & Shipping	148.97	525.00	376.03	28.38%	3,445.01	2,370.97	-1,074.04	145.30%
Printing and Publication	30.00	30.00	0.00	100.00%	739.35	620.00	-119.35	119.25%
Professional Services								
Accountant	1,158.75	9,180.00	8,021.25	12.62%	6,400.83	14,335.00	7,934.17	44.65%
Attorney	815.00	1,000.00	185.00	81.50%	12,270.00	4,500.00	-7,770.00	272.67%
Conference Serv Provider	0.00	0.00	0.00		55,237.13	53,700.00	-1,537.13	102.86%
Health & Safety	0.00	0.00	0.00		490.78	1,200.00	709.22	40.90%
Other Prof Services	0.00	0.00	0.00		31,435.18	45,000.00	13,564.82	69.86%
Speaker Fees	154.69	0.00	-154.69		154.69	0.00	-154.69	
<b>Total Professional Services</b>	<b>\$ 2,128.44</b>	<b>\$ 10,180.00</b>	<b>\$ 8,051.56</b>	<b>20.91%</b>	<b>\$ 105,988.61</b>	<b>\$ 118,735.00</b>	<b>\$ 12,746.39</b>	<b>89.26%</b>
Rent & Storage	8,406.58	4,532.83	-3,873.75	185.46%	22,061.78	18,131.83	-3,929.95	121.67%
Technology	23,020.46	1,902.00	-21,118.46	1210.33%	77,961.14	61,714.19	-16,246.95	126.33%
Telecommunications	0.00	687.00	687.00	0.00%	2,420.73	2,531.00	110.27	95.64%
Travel	7,176.19	1,500.00	-5,676.19	478.41%	25,492.43	18,700.00	-6,792.43	136.32%
Venue Fees	-2,125.42	0.00	2,125.42		273,910.01	332,000.00	58,089.99	82.50%
<b>Total Expenses</b>	<b>\$ 131,954.36</b>	<b>\$ 124,679.65</b>	<b>-\$ 7,274.71</b>	<b>105.83%</b>	<b>\$ 940,697.25</b>	<b>\$ 1,032,853.55</b>	<b>\$ 92,156.30</b>	<b>91.08%</b>
<b>Net Operating Income</b>	<b>-\$ 78,262.29</b>	<b>-\$ 91,026.65</b>	<b>\$ 12,764.36</b>	<b>85.98%</b>	<b>-\$ 160,131.76</b>	<b>-\$ 5,283.34</b>	<b>-\$ 154,848.42</b>	<b>3030.88%</b>
<b>Net Income</b>	<b>-\$ 78,262.29</b>	<b>-\$ 91,026.65</b>	<b>\$ 12,764.36</b>	<b>85.98%</b>	<b>-\$ 160,131.76</b>	<b>-\$ 5,283.34</b>	<b>-\$ 154,848.42</b>	<b>3030.88%</b>