



## Agenda for Board Meeting – June 15, 2016

### Meeting Logistics:

06/15/2016 from 1:00pm CST to 3:00 pm CST

### Preparation / To Dos:

- Review documents in Dropbox meeting folder

### Location:

Phone: 218-936-3817

Pass code: 510426#

### Board Members:

<b>X</b> Micah Henderson – <b>Chair</b>	<b>X</b> Todd Domeck	<b>X</b> Dylan Burt
Ryan Olson – <b>Vice Chair</b>	<b>X</b> Niels Damman	<b>X</b> Sara Bell
<b>X</b> Ben Kopp - <b>Treasurer</b>	<b>X</b> Michelle Hepler	<b>X</b> Shawn Tierney - <b>Executive</b>
Scott Andrews – <b>Secretary</b>	<b>X</b> Michael Smith	<b>Director</b>

**Absent:** Scott Andrews, Ryan Olson

**Quorum present?**

**Others Present:** Lindsay Belanger

### Proceedings:

Meeting called to order at: 1:02 CST

### Agenda

#### I. Review and Approve Agenda

**Motion to Approve:** Niels Damman

**Seconded by:** Michelle Hepler

**Motion Carried**

#### II. Review and Approve Minutes from 5/18/16 Meeting

**Motion to accept:** Michelle Hepler

**Second by:** Niels Damman

**Motion Carried** with a few amendments

Shawn Tierney to be listed as a Board member.

Use the word 'Consultants' instead of lawyers.

**ACTION:** Lindsay Belanger to connect offline with Micah Henderson about other minute amendments.

#### III. Executive Director Update

- Shawn Tierney reported the following Executive Director Updates:
  - Print-on-Demand Standards are currently for sale on the website through a third party vendor by the name of Blurb.
  - Blurb only allows for one publication at a time to be sold.
  - So far, 30 copies have been sold.
- Print copy of the standards currently for sale. Third party vendor blurb. Turned it over to Shawn.
- Discovery you can only sell the publication one at a time.
- 30 copies sold.

#### IV. Treasurers Report (Draft Budget and April/May financials)

- Ben Kopp provided the Board with highlights from the overall 2016/2017 budget:

ACCT Board of Directors Meeting

Phone Meeting



- There was great revenue that came in for May 2016
  - Brian and Melissa had completed the events budget.
  - Overall involvement with budget preparation has been positive and the Committee feels confident with the upcoming year.
  - Shawn Tierney provided the Board with budget details line by line.
    - There will be a continued conversation offline in regards to coming up with quick solutions and goals for revenue generating items.
    - There will be a future discussion on licenses, taxes and dues in regards to the ACCT Trademark. This way the Association logo and name will be protected.
    - ACTION: The Board moving forward would like to see a year-over-year budget comparison.
- Motion to accept: Ben Kopp**  
**Seconded by: Mike Smith**  
**Additional discussion: None**  
**Motion Carried:**

#### Old Business

- V. Strategic Plan Review (Ben)
- Ben Kopp provided the board with a quick review of the Strategic Plan. No discussion.
- VI. Open Board Seat (Micah)
- VII. NCAAA Update (Michelle)
- Michelle updated the Board on the following items for discussion:
    - Currently NCAAA is facing a struggle with the bill being unachievable.

#### New Business

- VIII. Adventure Park Standards strategy approval (Shawn)
- Shawn Tierney provided the board with an overview of the Adventure Park Standards Strategy Process:
    - The Strategy must undergo the copy written process prior to releasing the document to the public.
    - There was a negative reaction to the recommended document and a publication plan is needed to have in place. The concern is related to the publication process and the effect on review.

#### Adjourn

- IX. Motion to Adjourn
- Moved by: Michelle Hepler**  
**Second by: Michael Smith**  
**Motion: Carried**

Meeting Adjourned 3:05pm

To: ACCT Board of Directors  
From: Lindsay Belanger, Senior Account Coordinator, Jenny Faucher, President  
Date: June 15, 2016

## Strengthening the ACCT Brand

Managing Matters (MM) is excited to be working with the Association for Challenge Course Technology (ACCT). We see this as the start of what will hopefully be a long relationship.

This report is intended to provide an update on our transition, action items, activities, improvements, and initiatives we have completed since the past Board meeting held on Thursday, April 20. This report will be provided to the board on a monthly basis.

Our team, led by Lindsay Belanger, has been putting a significant focus on customer service excellence to the ACCT membership by answering all e-mails and phones in a timely manner.

We will always be looking for ways to save ACCT money and bring ideas to the table.

## Board & Committee Support

- Lindsay and Jenny have connected with the following Staff/ Board Members:
  - Melissa Webb for a brief introduction and to set-up her phone line.
  - Shawn Tierney on several occasions to discuss items such as:
    - Membership issues or questions
    - Print-on-Demand Standards
    - Dropbox reorganization
    - Phone configuration
- Managing Matters has investigated a cost-saving option with credit card fees ACCT is incurring. Some highlights include:
  - Creation of a comparison chart shared with Shawn Tierney.
  - From the comparison chart we discovered the following:
    - No monthly or annual fees
    - No start-up fees
    - Dedicated account manager

- Based on the current annual volume of ACCT, the annual saving would be around \$1500.

## General Management

- Lindsay has been working with Joyce Weaver on various website updates. A few major website updates include:
  - ANSI/Standards page updates
  - ANSI Accredited Standards Developer updates
- Our publication design team has begun creating the Pararrel Lines publication template and is ready to insert content.
  - A draft was circulated to the PR Committee on June 8.
  - Draft two will be circulated on June 17 to the PR Committee
- Lindsay is creating a Best Practices document for Paralel Lines in terms of:
  - When to submit content
  - How to submit content
  - What file format to submit content in
- Our design team created and sent business cards for Executive Director, Shawn Tierney.
- MM has fielded 70+ membership calls since May 18. Some call highlights include:
  - Membership renewal assistance.
  - Locating the Standards.
  - Print-on-Demand assistance
  - Membership category differences.
  - Lawyers requesting past Standard copies.
- MM has responded to 32+ contact forms from the ACCT website since May 18.

## Membership Report

- As of April 18, 2016, there are approx.. a total of **2312** members:
  - PVM – 37
  - PVM Employees - 244
  - B2B Member – 17
  - B2C Operator Employee - 8
  - B2C Operator Member – 65
  - Industry Stakeholder/Affiliate Member – 5
  - Industry Stakeholder/Affiliate Member SubAccount – 1
  - Individual Members - 753
  - Individual Members (Student, Senior) – 51

# update on matters

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- **Organizational NPO** - 125
- **Organizational Employee NPO** - 81
- **Organizational Member** - 254
- **Organizational Member Employee** - 671

## Next Steps

- Jenny is meeting in-person with Executive Director, Shawn Tierney.
- Lindsay and Jenny have reached out to Mike Smith for an in-depth conversation surrounding membership types in order to provide detailed reports.
- Lindsay is preparing to distribute Pararell Lines by the end of June.
- Lindsay is working with Mandy Stewart on developing an ACCT Branding Guide.
- Lindsay is working towards creating a master industry contact list in Your Membership to make distribution of Press Releases streamlined.
- Lindsay is creating a sitemap for the reorganization of the ACCT DropBox with Shawn Tierney.
- Lindsay will be reaching out to those with expired memberships.

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# **FINANCIAL STATEMENTS**

## **April 2016**

# Association for Challenge Course Technology

## Statement of Financial Position

As of April 30, 2016

### ASSETS

#### Current Assets

##### Bank Accounts

5/3 IL Checking	109,436.14
5/3 MoneyMarket Savings	26,602.18
5/3 Savings	1,800.00
IL Wire Transfer Account	1,284.74

Total Bank Accounts	\$ 139,123.06
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##### Accounts Receivable

Accounts receivable	3,559.09
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Total Accounts Receivable	\$ 3,559.09
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##### Other current assets

Credit Card Receivables	34.71
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Total Other current assets	\$ 34.71
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Total Current Assets	\$ 142,716.86
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TOTAL ASSETS	\$ 142,716.86
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### LIABILITIES AND NET ASSETS

#### Liabilities

##### Current Liabilities

##### Accounts Payable

Accounts Payable	23,004.19
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Total Accounts Payable	\$ 23,004.19
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##### Credit Cards

Credit Card 0576 - Trudy	0.00
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Credit Card 6102	0.00
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Credit Card 8464 - James	0.00
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Credit Card 8878 - Bill	3,000.92
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Melissa CC	1,468.58
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Total Credit Cards	\$ 4,469.50
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Total Current Liabilities	\$ 27,473.69
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Total Liabilities	\$ 27,473.69
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#### Net Assets

Retained Earnings	-24,724.10
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Increase in Net Assets	139,967.27
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Total Net Assets	\$ 115,243.17
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TOTAL LIABILITIES AND NET ASSETS	\$ 142,716.86
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# Association for Challenge Course Technology

## Statement of Activities

July 2015 - April 2016

	Actual	Full Year Budget	Over/Under Budget	Received/ Expended
<b>Income</b>				
<b>Events</b>				
Advertising Income	4,250.00	6,000.00	(1,750.00)	71%
Conference fees	420,497.26	329,370.00	91,127.26	128%
Event Sponsorships	14,607.50	30,000.00	(15,392.50)	49%
Exhibit Hall Fees	103,197.50	93,525.00	9,672.50	110%
Symposia	3,975.00	3,750.00	225.00	106%
<b>Total Events</b>	<b>546,527.26</b>	<b>462,645.00</b>	<b>83,882.26</b>	<b>118%</b>
<b>Membership</b>			-	
Awards Revenue	1,805.00	1,500.00	305.00	120%
Individual Memberships	52,515.00	53,500.00	(985.00)	98%
Membership Dues Refund	(700.00)	-	(700.00)	
Organizational Memberships	110,069.05	150,000.00	(39,930.95)	73%
<b>Total Membership</b>	<b>163,689.05</b>	<b>205,000.00</b>	<b>(41,310.95)</b>	<b>80%</b>
<b>Operations</b>			-	
Inspector Certification	45,561.57	31,750.00	13,811.57	144%
Vendor Accreditation	72,200.00	71,000.00	1,200.00	102%
<b>Total Operations</b>	<b>117,761.57</b>	<b>102,750.00</b>	<b>15,011.57</b>	<b>115%</b>
<b>Other Income</b>			-	
Miscellaneous	500.00	-	500.00	
<b>Total Other Income</b>	<b>500.00</b>	<b>-</b>	<b>500.00</b>	
<b>Publication &amp; Retail Sales</b>			-	
Job Listings	1,775.00	1,575.00	200.00	113%
Publication Advertising		5,000.00	(5,000.00)	0%
Standards Sales	7,692.76	60,000.00	(52,307.24)	13%
Store	2,431.00	1,300.00	1,131.00	187%
<b>Total Publication &amp; Retail Sales</b>	<b>11,898.76</b>	<b>67,875.00</b>	<b>(55,976.24)</b>	<b>18%</b>
<b>Recovery Income</b>			-	
Shipping	579.00	-	579.00	
Travel	9,267.90	-	9,267.90	
<b>Total Recovery Income</b>	<b>9,846.90</b>	<b>-</b>	<b>9,846.90</b>	
<b>Sponsorships &amp; Fundraising</b>			-	
Auction	3,000.00	1,300.00	1,700.00	231%
Corporate Sponsorships		-	-	
<b>Total Sponsorships &amp; Fundraising</b>	<b>3,000.00</b>	<b>1,300.00</b>	<b>1,700.00</b>	<b>231%</b>
<b>Total Income</b>	<b>853,223.54</b>	<b>839,570.00</b>	<b>13,653.54</b>	<b>102%</b>
<b>Expenses</b>				
<b>Bank Fees</b>			-	
Credit Card Processing Fees	25,172.62	27,000.00	(1,827.38)	93%
Service Charges	548.92	500.00	48.92	110%
<b>Total Bank Fees</b>	<b>25,721.54</b>	<b>27,500.00</b>	<b>(1,778.46)</b>	<b>94%</b>
<b>Board of Directors &amp; Governance</b>			-	
BOD & Committee Meeting Expenses		5,000.00	(5,000.00)	0%
BOD & Committee Telephone	811.50	1,000.00	(188.50)	81%
BOD & Committee Travel	4,809.17	1,000.00	3,809.17	481%
Strategic Plan Expenses		-	-	
<b>Total Board of Directors &amp; Governance</b>	<b>5,620.67</b>	<b>7,000.00</b>	<b>(1,379.33)</b>	<b>80%</b>
<b>Events</b>			-	
Conference Expenses	303,280.64	193,244.00	110,036.64	157%
Exhibit Hall Expenses		72,000.00	-	0%



# Association for Challenge Course Technology

## Statement of Activities

July 2015 - April 2016

	Actual	Full Year Budget	Over/Under Budget	Received/ Expended
Symposia Expenses		2,861.00		0%
Workgroup Expenses	3,470.11	5,000.00	(1,529.89)	69%
<b>Total Events</b>	<b>306,750.75</b>	<b>273,105.00</b>	<b>33,645.75</b>	<b>112%</b>
<b>General Operating 1</b>			-	
Meals & Entertainment	726.90	700.00	26.90	104%
Professional Development	224.32	6,500.00	(6,275.68)	3%
Staff Travel- General	9,747.36	16,000.00	(6,252.64)	61%
Web/Tech Support	2,912.46	3,500.00	(587.54)	83%
<b>Total General Operating 1</b>	<b>13,611.04</b>	<b>26,700.00</b>	<b>(13,088.96)</b>	<b>51%</b>
<b>General Operating 2</b>			-	
Office Rent	11,834.10	11,000.00	834.10	108%
Office Supplies	1,389.28	3,900.00	(2,510.72)	36%
Outside Labor	128.68	200.00	(71.32)	64%
Postage and Shipping	7,096.24	10,000.00	(2,903.76)	71%
<b>Total General Operating 2</b>	<b>20,448.30</b>	<b>25,100.00</b>	<b>(4,651.70)</b>	<b>81%</b>
<b>Insurance</b>			-	
Conference Cancellation	1,420.00	1,900.00	(480.00)	75%
Deductible		1,000.00	(1,000.00)	0%
Directors & Officers	560.00	1,500.00	(940.00)	37%
Errors & Omissions	4,806.00	4,800.00	6.00	100%
General Liability	10,357.00	4,500.00	5,857.00	230%
Workers Comp	1,003.00	850.00	153.00	118%
<b>Total Insurance</b>	<b>18,146.00</b>	<b>14,550.00</b>	<b>3,596.00</b>	<b>125%</b>
Insurance Audit		7,500.00	(7,500.00)	0%
<b>Licenses/Taxes/Dues</b>			-	
Delaware fees		75.00	(75.00)	0%
<b>Total Licenses/Taxes/Dues</b>	<b>-</b>	<b>75.00</b>	<b>(75.00)</b>	<b>0%</b>
<b>Marketing</b>			-	
Exhibit Booth & Supplies	399.33	1,700.00	(1,300.67)	23%
Exhibit fees	625.00	1,700.00	(1,075.00)	37%
Office Ads	382.84	700.00	(317.16)	55%
Other		1,800.00	(1,800.00)	0%
Printing	144.06	900.00	(755.94)	16%
Website Fees	6,823.95	6,800.00	23.95	100%
<b>Total Marketing</b>	<b>8,375.18</b>	<b>13,600.00</b>	<b>(5,224.82)</b>	<b>62%</b>
<b>Membership Workgroup</b>			-	
Awards	1,982.63	1,000.00	982.63	198%
Workgroup Expenses	255.01	500.00	(244.99)	51%
<b>Total Membership Workgroup</b>	<b>2,237.64</b>	<b>1,500.00</b>	<b>737.64</b>	<b>149%</b>
<b>Operations</b>			-	
Inspector Certification Expenses	9,863.68	12,057.00	(2,193.32)	82%
New Program Start Up Expenses		7,500.00	(7,500.00)	0%
Panel & Work Group Expenses	675.80	4,600.00	(3,924.20)	15%
Standards Development	17,193.89	27,075.00	(9,881.11)	64%
Vendor Accreditation Expenses	8,463.55	22,000.00	(13,536.45)	38%
<b>Total Operations</b>	<b>36,196.92</b>	<b>73,232.00</b>	<b>(37,035.08)</b>	<b>49%</b>
<b>Professional Services</b>			-	
Accountant	5,850.00	6,700.00	(850.00)	87%
Attorney	16,223.00	8,000.00	8,223.00	203%
Delaware Representation	333.00	300.00	33.00	111%

# Association for Challenge Course Technology

## Statement of Activities

July 2015 - April 2016

	Actual	Full Year Budget	Over/Under Budget	Received/ Expended
Management Company	7,240.00	-	7,240.00	
Other services	52.40	1,800.00	(1,747.60)	3%
<b>Total Professional Services</b>	<b>29,698.40</b>	<b>16,800.00</b>	<b>12,898.40</b>	<b>177%</b>
Publications & Retail Sales			-	
Postage & Shipping		-	-	
Purchases for Store	2,636.57	650.00	1,986.57	406%
Standards Publication		1,000.00	(1,000.00)	0%
<b>Total Publications &amp; Retail Sales</b>	<b>2,636.57</b>	<b>1,650.00</b>	<b>986.57</b>	<b>160%</b>
Salaries, Wages, & Related			-	
Benefits	7,500.00	19,140.00	(11,640.00)	39%
Payroll Processing Fees	1,299.90	2,200.00	(900.10)	59%
Payroll Taxes	19,867.47	21,105.00	(1,237.53)	94%
Salaries & Wages	213,271.88	233,000.00	(19,728.12)	92%
<b>Total Salaries, Wages, &amp; Related</b>	<b>241,939.25</b>	<b>275,445.00</b>	<b>(33,505.75)</b>	<b>88%</b>
Telecommunications			-	
Internet	949.02	1,200.00	(250.98)	79%
Telephone	7,278.64	5,600.00	1,678.64	130%
<b>Total Telecommunications</b>	<b>8,227.66</b>	<b>6,800.00</b>	<b>1,427.66</b>	<b>121%</b>
<b>Total Expenses</b>	<b>719,609.92</b>	<b>770,557.00</b>	<b>(50,947.08)</b>	<b>93%</b>
Other Expenses				
Other Miscellaneous Income/Expense	(6,353.65)		(6,353.65)	
<b>Total Other Income/Expenses</b>	<b>(6,353.65)</b>	<b>-</b>	<b>(6,353.65)</b>	
<b>Net Other Income</b>	<b>6,353.65</b>	<b>-</b>	<b>6,353.65</b>	
<b>Increase in Net Assets</b>	<b>139,967.27</b>	<b>69,013.00</b>	<b>70,954.27</b>	<b>203%</b>

**Association for Challenge Course Technology**  
**Comparative Statement of Activities**  
July 2015 - April 2016

	Jul 2015 - Apr 2016	Jul 2014 - Apr 2015 (Prior Year)
<b>Income</b>		
<b>Events</b>		
Advertising Income	4,250.00	6,313.81
Conference fees	420,497.26	345,000.55
Event Sponsorships	14,607.50	24,145.00
Exhibit Hall Fees	103,197.50	72,724.41
Symposia	3,975.00	4,128.75
<b>Total Events</b>	<b>\$ 546,527.26</b>	<b>\$ 452,312.52</b>
<b>Membership</b>		
Awards Revenue	1,805.00	
Individual Memberships	52,515.00	57,975.00
Membership Dues Refund	-700.00	-1,420.00
Organizational Memberships	110,069.05	86,491.25
<b>Total Membership</b>	<b>\$ 163,689.05</b>	<b>\$ 143,046.25</b>
<b>Operations</b>		
Inspector Certification	45,561.57	17,675.00
Vendor Accreditation	72,200.00	71,725.00
<b>Total Operations</b>	<b>\$ 117,761.57</b>	<b>\$ 89,400.00</b>
<b>Other Income</b>		
Miscellaneous	500.00	2,111.69
<b>Total Other Income</b>	<b>\$ 500.00</b>	<b>\$ 2,111.69</b>
<b>Publication &amp; Retail Sales</b>		
Job Listings	1,775.00	1,675.00
Standards Sales	7,692.76	10,764.00
Store	2,431.00	1,307.68
<b>Total Publication &amp; Retail Sales</b>	<b>\$ 11,898.76</b>	<b>\$ 13,746.68</b>
<b>Recovery Income</b>		
Shipping	579.00	560.00
Travel	9,267.90	14,067.86
<b>Total Recovery Income</b>	<b>\$ 9,846.90</b>	<b>\$ 14,627.86</b>
<b>Sponsorships &amp; Fundraising</b>		
Auction	3,000.00	1,260.00
<b>Total Sponsorships &amp; Fundraising</b>	<b>\$ 3,000.00</b>	<b>\$ 1,260.00</b>
Uncategorized Income-1	0.00	0.00
<b>Total Income</b>	<b>\$ 853,223.54</b>	<b>\$ 716,505.00</b>
<b>Gross Profit</b>	<b>\$ 853,223.54</b>	<b>\$ 716,505.00</b>
<b>Expenses</b>		
<b>Bank Fees</b>		
Credit Card Processing Fees	25,172.62	29,650.06
Service Charges	548.92	634.29
<b>Total Bank Fees</b>	<b>\$ 25,721.54</b>	<b>\$ 30,284.35</b>
<b>Board of Directors &amp; Governance</b>		

**Association for Challenge Course Technology**  
**Comparative Statement of Activities**  
July 2015 - April 2016

	Jul 2015 - Apr 2016	Jul 2014 - Apr 2015 (Prior Year)
BOD & Committee Meeting Expenses		20,498.06
BOD & Committee Telephone	811.50	539.50
BOD & Committee Travel	4,809.17	29,104.90
Strategic Plan Expenses		18,443.86
<b>Total Board of Directors &amp; Governance</b>	<b>\$ 5,620.67</b>	<b>\$ 68,586.32</b>
<b>Events-</b>		
Conference Expenses	303,280.64	328,278.50
Workgroup Expenses	3,470.11	4,830.40
<b>Total Events-</b>	<b>\$ 306,750.75</b>	<b>\$ 333,108.90</b>
<b>General Operating 1</b>		
Meals & Entertainment	726.90	708.36
Professional Development	224.32	6,500.00
Staff Travel- General	9,747.36	22,220.57
Web/Tech Support	2,912.46	3,830.38
<b>Total General Operating 1</b>	<b>\$ 13,611.04</b>	<b>\$ 33,259.31</b>
<b>General Operating 2</b>		
Office rent	11,834.10	12,151.61
Office Supplies	1,389.28	4,093.56
Outside Labor	128.68	
Postage and Shipping	7,096.24	9,747.29
<b>Total General Operating 2</b>	<b>\$ 20,448.30</b>	<b>\$ 25,992.46</b>
<b>Insurance</b>		
Conference Cancellation	1,420.00	1,800.00
Directors & Officers	560.00	
Errors & Omissions	4,806.00	
General Liability	10,357.00	4,366.00
Workers Comp	1,003.00	881.00
<b>Total Insurance</b>	<b>\$ 18,146.00</b>	<b>\$ 7,047.00</b>
<b>Licenses/Taxes/Dues</b>		102.90
Delaware fees		75.00
<b>Total Licenses/Taxes/Dues</b>	<b>\$ 0.00</b>	<b>\$ 177.90</b>
<b>Marketing</b>		
Exhibit Booth & Supplies	399.33	1,699.66
Exhibit fees	625.00	1,670.85
Office Ads	382.84	655.21
Printing	144.06	
Website Fees	6,823.95	6,742.67
<b>Total Marketing</b>	<b>\$ 8,375.18</b>	<b>\$ 10,768.39</b>
<b>Membership Workgroup</b>		
Awards	1,982.63	625.00
Workgroup Expenses	255.01	28.94
<b>Total Membership Workgroup</b>	<b>\$ 2,237.64</b>	<b>\$ 653.94</b>

# Association for Challenge Course Technology

## Comparative Statement of Activities

July 2015 - April 2016

	Jul 2015 - Apr 2016	Jul 2014 - Apr 2015 (Prior Year)
<b>Operations-</b>		
Inspector Certification Expenses	9,863.68	1,748.01
Panel & Work Group Expenses	675.80	
Standards Development	17,193.89	6,605.00
Vendor Accreditation Expenses	8,463.55	12,248.54
<b>Total Operations-</b>	<b>\$ 36,196.92</b>	<b>\$ 20,601.55</b>
<b>Professional Services</b>		
Accountant	5,850.00	6,600.00
Attorney	16,223.00	2,249.70
Delaware Representation	333.00	284.00
Management Company	7,240.00	
Other services	52.40	2,756.79
<b>Total Professional Services</b>	<b>\$ 29,698.40</b>	<b>\$ 11,890.49</b>
<b>Publications &amp; Retail Sales</b>		
Purchases for Store	2,636.57	
<b>Total Publications &amp; Retail Sales</b>	<b>\$ 2,636.57</b>	<b>\$ 0.00</b>
Research Committee (deleted)		1,500.00
<b>Salaries, Wages, &amp; Related</b>		
Benefits	7,500.00	18,000.00
Miscellaneous		2,437.23
Payroll Processing Fees	1,299.90	2,735.86
Payroll Taxes	19,867.47	59,778.65
Salaries & Wages	213,271.88	220,745.71
<b>Total Salaries, Wages, &amp; Related</b>	<b>\$ 241,939.25</b>	<b>\$ 303,697.45</b>
<b>Telecommunications</b>		
Internet	949.02	1,020.35
Telephone	7,278.64	7,565.33
<b>Total Telecommunications</b>	<b>\$ 8,227.66</b>	<b>\$ 8,585.68</b>
Uncategorized Expense		1,715.00
<b>Total Expenses</b>	<b>\$ 719,609.92</b>	<b>\$ 857,868.74</b>
<b>Net Operating Income</b>	<b>\$ 133,613.62</b>	<b>-\$ 141,363.74</b>
<b>Other Expenses</b>		
Other Miscellaneous Expense	-6,353.65	
<b>Total Other Expenses</b>	<b>-\$ 6,353.65</b>	<b>\$ 0.00</b>
<b>Net Other Income</b>	<b>\$ 6,353.65</b>	<b>\$ 0.00</b>
<b>Increase in Net Assets</b>	<b>\$ 139,967.27</b>	<b>-\$ 141,363.74</b>

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REVENUE	Budget		Accountability	Schedule	Notes
<b>Events</b>					
Conference Fees	404,750				
Exhibit Hall Fees	140,000				Raised non-PVM exhibitor fees slightly
Advertising Income	4,000				
Event Sponsorships	15,000				
Symposia	11,250				
<b>Total Events</b>		<b>575,000</b>	Mgr of Events	Schedule A	
<b>Operations</b>					
Vendor Accreditation	76,300				
Inspector Certification	45,850				
Other Certification (operator accred.)	2,500				
<b>Total Operations</b>		<b>124,650</b>	Director of Ops	Schedule B	
<b>Membership</b>					
Individual Membership	62,000				Need to breakdown into catagories
Organizational Membership	120,000				
Awards Revenue	1,500				
<b>Total Membership</b>		<b>183,500</b>	Director of Membership	Schedule C	
<b>Publications &amp; Retail Sales</b>					
Standards Sales	30,000				Approx. 100 @ \$120; 200 @ \$100
Other Publications	0				
Publication Advertising	2,000				
Job Listings	1,575				
ACCT Store	0				
ACCT University	0				
<b>Total Publications &amp; Retail Sales</b>		<b>33,575</b>		Schedule D	
<b>Sponsorships &amp; Fundraising</b>					
Corporate Sponsorships	30,000		Executive Director		RFP booking software + 1 more sponsor

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Auction	1,300				
<b>Total Sponsorships &amp; Fundraising</b>		<b>31,300</b>		Schedule F	
<b>Recovery Income</b>					
Travel (carry through)	0				
Shipping	0				
<b>Total Recovery Income</b>		<b>0</b>			
<b>Total Income</b>		<b>948,025</b>			
<b>EXPENSES</b>					
<b>Events</b>					
Conference Expenses	295,043				
Exhibit Hall Expenses	47,250				
Symposia Expenses	2,000				
Work Group Expenses	5,000				
<b>Total Events</b>		<b>349,293</b>	Mgr of Events	Schedule A	
<b>Operations</b>					
Vendor Accreditation Expenses	30,800				
Inspector Certification Expenses	5,680				
Panel & Work Group Expenses	4,600				
New Program Start Up Expenses	12,500				
Standards Development	35,800				GTW/consultants, ANSI appeal
<b>Total Operations</b>		<b>89,380</b>	Director of Ops	Schedule B	
<b>Membership</b>					
Working Group Expenses	500				
Awards	1,000				
<b>Total Membership Expenses</b>		<b>1,500</b>	Membership Director	Schedule C	
<b>Marketing</b>					
Exhibit Fees	1,700				

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Online Ads	700				
Printing	900				
Website Fees	6,800				Yourmembership: \$4,620/yr
Exhibit Booth & Supplies	1,700				
Other	1,800				
<b>Total Marketing</b>		<b>13,600</b>		Schedule C	
<b>Insurance Audit</b>	<b>0</b>	<b>0</b>			
<b>Publications &amp; Retail Sales</b>					
Standards Publication	2,000				Maintenance changes per Scott
Postage & Shipping	1,000				See postage/shipping Gen operating 2
Purchases: Store	0				
<b>Total Publications &amp; Retail Expenses</b>		<b>3,000</b>		Schedule D	
<b>Salaries, Wages, &amp; Related</b>					
Salaries & Wages (4 FTE)	199,222				Admin Reviewers & ICE Course are in Schedule B
Benefits	0				Rolled into current salaries
Payroll Taxes	21,000				Paychex
Payroll Processing Fees	1,800				Paychex
<b>Total Salaries</b>		<b>222,022</b>	Executive Director	Schedule E	Details found in "confidential" Schedule E
<b>Telecommunications</b>					
Telephone	8,000				Explore options to reduce cost
Internet	1,200				
<b>Total Telecommunications</b>		<b>9,200</b>			
<b>General Operating 1</b>					
Web Tech Support	3,500				
Professional Development	1,500				
Staff Travel- General	12,000				
Meals & Entertainment	700				



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<b>Total General Operating 1</b>		<b>17,700</b>	<i>Executive</i>		
<b>General Operating 2</b>					
Postage & Shipping	6,000				
Office Supplies	2,000				
Office Rent and storage space	8,600				Regus @ \$581/mo + Storage @ \$135/mo
Outside Labor	200				
Balance Carried Forward	0				<i>Renaissance Balance Carried Forward</i>
<b>Total General Operating 2</b>		<b>16,800</b>			
<b>Bank Fees</b>					
Credit Card Processing	27,000				Getting quotes to reduce fees
Service Charges	500				
<b>Total Bank Fees</b>		<b>27,500</b>			
<b>Licenses, Taxes &amp; Dues</b>					
Delaware Fees	75				
<b>Total Licenses &amp; Dues</b>		<b>75</b>			
<b>Insurance</b>					
Conference Cancellation	1,900				
Errors & Omissions	4,800				
Directors & Officers	3,200				
General Liability	7,000				
Workers Comp	850				
<b>Total Insurance</b>		<b>17,750</b>			
<b>Professional Services</b>					
Accountant	18,600				\$1,400/mo + \$1,800 for 990 prep/filing
Association management	65,000				
Attorney	6,000				
Delaware Representation	300				

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Other Services	1,500				
<b>Total Professional Services</b>		<b>91,400</b>			
<b>Board of Directors &amp; Governance</b>					
BOD & Committee Travel	27,000				
BOD & Committee Telephone	1,000				
BOD & Committee Meeting Expenses	18,000				
Strategic Plan Expenses					
<b>Total BOD &amp; Governance</b>		<b>46,000</b>	Executive Director	Schedule F	
<b>Recovery Expenses</b>					
Travel (carry through)	0				
Shipping	0				
<b>Total Recovery Income</b>		<b>0</b>			
<b>Total Expenses</b>		<b>905,220</b>			
<b>Profit/Loss</b>		<b>42,805</b>			