



Board of Directors - Meeting Agenda

June 3, 2021 at 8:30am-9:55am

Call to Order	Holloway
Consent Agenda Action Items	Holloway
Minutes – March 10, 2021	
Minutes – March 26, 2021	
Committee Reports	
CEPA PAC Report	
ACEC PAC Report	
Membership Report	
Agenda Action Items	
Financial Report	M. Bougher
2021-2022 Budget	M. Bougher
Investment Policy	M. Bougher
Reports	
Governance Manual Update	R. Bougher
Finance Committee Report	M. Bougher
National Directors Report	Frery
Government Affairs Report	Pennoni
President's Report	Holloway
Executive Director Report	Sherman
Open Discussion	Holloway
Adjourn	Holloway



CONSENT AGENDA ITEMS

MEETING MINUTES

ACEC/PA Board of Directors Meeting March 26, 2021 at 9:00 am Virtual Meeting

Attendees:

Board Members: Troy Holloway (President) Eric Veydt (President-Elect), Roseline Bougher (Vice President), Mike Bougher (Treasurer) Mark Markosky (Secretary), Eric Frary (Immediate Past President/National Director), Joe Riley, Jeff Guzy, Lonnie Young, Paul McNamee, Mike Girman, Sandy Basehore, Casey Moore, Bill Gross, Rosanna Smithnosky

ACEC/PA Staff: Leeann Sherman, Executive Director

Gov't Affairs: Ed Reese

Due to the COVID-19 Pandemic, this meeting was held virtually via GoToMeeting.

Call to Order

Troy Holloway called the meeting to order at 9:06 am.

Consent Agenda

Holloway asked if there were any requests to move items from the Consent Agenda to the full Agenda, to allow for discussion before approval. Hearing no requests and noting that there were no questions shared from the Board prior to the meeting. Paul McNamee offered a motion to approve the items on the Consent Agenda, a second was offered and the motion carried.

Agenda

2021-2022 Officers and Board of Directors Slate

Eric Frary noted the members of the Nominating Committee (Past President, President, President-Elect) and the process the committee followed in vetting those interested in serving on the Board and those to be moved into Executive leadership.

He reviewed the proposed slate, noting that the new Secretary candidate was selected from the Eastern Chapter following the longstanding practice of selecting new officers on a rotating basis from Chapter to Chapter although this practice is not mandatory.

McNamee asked whether the Board would be provided a list of those whom expressed interest but were not selected for nomination. Such a list would be helpful to Board members who may be asked by unsuccessful candidates about their status. Leeann Sherman replied that the list of unsuccessful

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candidates has historically been kept confidential within the Nominating Committee and Executive Director, and it is her understanding that this practice is the norm within non-profit associations.

Discussion ensued regarding the merits of sharing this information with the Board, with no opposition expressed. With the understanding that a list of the names of those considered will be shared without details of their applications or discussions between the Nominating Committee members all agreed that the information should be shared.

Casey Moore noted that a list of the Committees and available vacancies should be shared with the unsuccessful applicants, to get them thinking about involvement in Committees as a precursor to Board service. Others agreed that it is important to stress to aspiring Board members that active involvement in Committees is an important step toward that goal.

Frery concluded the discussion with a brief description of the nominating process. After Board approval of the slate, it will be presented to the membership for ratification. The new Officers and Board will be installed at the June 3rd, 2021 Board meeting.

Jeff Guzy provided a motion to approve the 2021-2022 Officers and Board of Directors Slate as presented. A second was provided, and the motion carried.

Frery provided a motion to allow the Nominating Committee to share the list of candidates considered for Board positions to the entire Board of Directors, with the candidate's concurrence. A second was offered.

Veydt requested further discussion before the vote, expressing some concerns and observations. Others contributed their thoughts, pro and con, and ultimately the group was prepared to vote on the motion as presented.

Sherman called for the vote based on Frery's motion and the motion carried. Sherman will contact all candidates and if willing, provide their names to the Board for informational purposes (**Action Item 03-26-21-1**).

Financial Report

Mike Bougher discussed the financial reports included in the Board packet.

There were no questions, but McNamee suggested that the Treasurer include a summary with the statements, calling the Board's attention to anything of significant note in the reports – or noting that there are no significant items to specifically consider. He also asked if Finance Committee meeting minutes were to be included in the Board packet.

After some discussion, it was agreed that a summary statement should be included with the reports in the Board packet, and that Finance Committee meeting minutes would also be included in the Board packet. The Treasurer will include a brief summary with future Board meeting Financial Reports (**Action Item 03-26-21-2**). Sherman will include Finance Committee meeting minutes with the Board package if a meeting was held since the last Board meeting (**Action Item 03-26-21-3**).

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2021-2022 Proposed Budget

M. Bougher discussed the proposed 2021-2022 budget, as included in the Board packet. He walked the Board through the budget, elaborating on assumptions that were made in arriving at the final numbers.

Credit card charges - An issue of note was credit card charges incurred by ACEC/PA as the result of member firms double booking or cancelling meeting reservations. After much discussion it was agreed that the firms initiating the cancellations should incur a fee to cover administration costs to ACEC/PA due to their booking error.

Subscriptions – “Communities” platform was discussed. It was removed from the budget last year, since the budget was tight due to COVID. It was agreed that it was a useful platform, particularly for Committee communication. Sherman will follow up on this platform option and report back to the ExCom for possible further action (**Action Item 03-26-21-4**).

Public Relations – 60k per year is budgeted for La Torre Communications. Sherman was asked to provide a document itemizing what La Torre does for the organization and reminded the Board that much of what they do would need to be done by in-house staff in the absence of third-party assistance. Since this is a significant budget item, and there are some outstanding questions, Holloway suggested we table the vote on the budget until the June meeting so that the Board can be fully informed before including the Public Relations budget amount. Sherman will share this document with the 3 Presidents. (**Action Item 03-26-21-5**).

Member dues – M. Bougher noted that the proposed budget does not reflect a member dues increase. Given the difficulties of this year for many of our member firms, the Board previously agreed that we should not raise dues this year. However, our current By-Laws dictate that we raise dues 3% each year. Since a dues freeze is not in compliance with the By-Laws, the Board will need to vote to approve the freeze for 2021-2022.

M. Bougher provided the motion that member dues be frozen for the 2021-2022 FY, a second was provided and the motion carried.

Governance Manual

Rose Bougher updated the group on progress of the Governance Manual, the part of the “best practices” guidance she is spearheading with help from Lonnie Young, Casey Moore, and Ryan Gargan. The Governance Manual will be part of the Operations Manual, being prepared by Sherman and ACEC/PA staff. The Governance will be under the purview of the Board, but the Operations Manual will not. Holloway noted that the best practices documents will also include a personnel manual, also being prepared by staff.

Draft FY2019 Tax Form 990

Sherman provided an overview of the FY2019 Form 990 and explained that the Board is required to review it before it is submitted. She noted that the form was prepared by ACEC/PA’s accounting firm, RKL, LLP based on the financial statements they prepared during their annual Review. The Finance

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Committee had an opportunity to review the annual financial statements and met with the lead CPA from RKL.

Sherman said that the Board needs to confirm that they have received a copy of the Form 990 and had the opportunity to review it. They will not be certifying the accuracy of the figures presented but will be confirming that the form appears to be complete and in good standing.

Jeff Guzy moved to acknowledge that the Board received and reviewed the FY2019 Form 990. A second to this motion was provided, and the motion carried unanimously.

Reports

Finance Committee

M. Bougher provided an update of the actions of the Finance Committee. He noted that an ad-hoc subcommittee in the process of developing an Investment Policy, a draft of which will be approved by the Finance Committee before being forwarded to the Board for review and approval.

Mark Markosky moved to approve the Finance Committee report as presented, a second was provided and the motion carried.

National Director's Report

Frery presented the National Director's Report, including a PAC update. He is proposing a function for PAC donors sometime later in the year to show appreciation for their support. He is discussing options with Sherman and Holloway, and more information will be forthcoming.

Moore moved to approve the National Director's Report, a second was offered, and the motion carried.

Government Affairs Report

Larry Bankert presented the Legislative Outreach Board report, as included in the Board packet. He provided a brief update on PA Senate Bill SB382 and a PA House Bill HB920 both of which seek repeal the previously approved P3 Major Bridge Project proposed by PennDOT and to limit the ability of the P3 Board to approve projects that involve user fees or tolls without legislature approval.

Bankert said that a Legislative Day in Harrisburg and a PAC fundraiser are being discussed as a possibility this year, depending on the status of COVID restrictions.

Veydt provided his thoughts on how ACEC/PA's testimony before the House Transportation Committee went. In summary, he believes we presented a coherent and well-prepared testimony that apparently was not controversial.

Frery moved to approve the Government Affairs Report, a second was provided, and the motion carried.

President's Report

Holloway recognized the GA Committee, the Chapter officers, and the ACEC/PA staff for successfully hosting virtual meetings during the pandemic. Despite the challenges, well-attended meetings were held with outstanding programs.

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Tri-State Conference – Holloway reported that the ACEC/PA Executive Committee has decided to not join ACEC/NJ and ACEC/NY in the Tri-State Conference this year. The requirement that we suspend our Fall Conference, and our fall Chapter events to drive attendance to the Tri-State Conference was not acceptable to ACEC/PA.

Committee Leadership – Business/Finance and Multi-modal Committees do not currently have leaders, but we are working on recruiting leaders.

Executive Director's Report

Sherman reviewed the committee reports included in the Board packet, provided a Spring Conference update, and a TROC update.

She also reported that a meeting is being scheduled with PennDOT to discuss the PPP loans, how different firms have handled them, and how they may affect overhead rate submissions. Without clear direction from PennDOT regarding how they will treat the PPP loans, consultants will not be able to make intelligent decisions about whether to apply for forgiveness or not. The goal of the meeting will be to offer insight to PennDOT from the consultant perspective to help them draft clear direction.

Discussion

Cybersecurity - In response to an earlier question, Sherman provided an overview of ACEC/PA's cybersecurity measures. She described backup policies, our IT consultant's responsibilities, and our applicable insurance coverage.

Veydt stressed that if we experienced an attack the most important thing would be a plan and process to recover data as soon and completely as possible. Holloway suggested a documented Recovery Plan, and M. Bougher added that cybersecurity training for ACEC/PA staff may be warranted.

Chapter meetings – McNamee suggested that in the future Chapter Presidents should be involved in setting the budgets for chapter meetings, since they will be responsible for meeting the budget. Meeting location can have a significant effect on event expense, and attendance. Holloway thanked McNamee for his suggestion, but no concurrence was made.

Frery moved to adjourn the meeting. A second was provided and the motion carried.

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Action Items

Action Item	Description	Responsible	Due	Complete
11/13/20-1	Provide Board with shortlist of promising new member prospects	Sherman	12/31/20	
01/28/21-1	Draft Investment Policy for Board review	Markosky	06/03/21	
01/28/21-2	Draft Governance document for Board review	R. Bougher	06/03/21	
01/28/21-3	Draft 2019 Form 990 Tax return for Board review	Sherman	03/28/21	Completed
01/28/21-4	Draft Employee Manual for Board review	Sherman	06/03/21	
01/28/21-5	GA Committee to develop a strategy for educating Legislators on transportation funding challenges	Pennoni	06/03/21	
03-26-21-1	Provide a list of all applicants for Board membership to the Board for informational purposes	Sherman	04/12/21	
03-26-21-2	Treasurer will include a brief summary with future Board meeting Financial Reports	M. Bougher	Starting 06/03/21	
03-26-21-3	Include Finance Committee meeting minutes with the Board package, if FC meeting occurred	Sherman	Starting 06/03/21	
03-26-21-4	Follow up on Communities software platform option and report back to the ExCom for possible further action	Sherman	04/19/21	
03-26-21-5	Share/review La Torre Scope of Services with 3 presidents	Sherman	04/19/21	

Committee Board Reports 06.03.2021

Committees with a checkmark have supplied reports. Committees highlighted did not respond to multiple requests to provide their board report.

Multimodal & Business/Finance Committees do not have leadership at this time.

Committee	Chair
<input checked="" type="checkbox"/> Aviation	Mary Scheuermann, WSP USA
<input type="checkbox"/> Business/Finance	TBD
<input checked="" type="checkbox"/> Contract Administration	Glenn Stickel, SAI
<input checked="" type="checkbox"/> Diamond Awards	Abigail Facini, Burns Engineering
<input checked="" type="checkbox"/> DE&I	Nicki Jacobs, GPI
<input checked="" type="checkbox"/> DRPA/DRJTBC	Charles DiCello, Pennoni
<input checked="" type="checkbox"/> Energy	Wes Carson, JMT
<input checked="" type="checkbox"/> Environmental	Colleen Meiswich, A.D. Marble
<input checked="" type="checkbox"/> Legislative Outreach	Andrew Pennoni, Pennoni
<input checked="" type="checkbox"/> Marketing	Laura Frein, Michael Baker
<input checked="" type="checkbox"/> Municipal Services	Clayton VanVerth, Gibson-Thomas
<input type="checkbox"/> PA Turnpike	Tom Bice, Gannett Fleming
<input checked="" type="checkbox"/> PennDOT Task Force	James Maloney, JMT
<input checked="" type="checkbox"/> Construction Services	Tony Dougherty, TPD
<input checked="" type="checkbox"/> Diverse Partnerships	Maggie Talarico, Foresight Construction Services
<input checked="" type="checkbox"/> Innovative Delivery	Nick Burdette, HDR
<input checked="" type="checkbox"/> Multimodal	Scott Schrinier, Gannett Fleming
<input checked="" type="checkbox"/> Quality	John Prybella, WBCM
<input checked="" type="checkbox"/> Scholarship/Golf	Ed Stetz, STV
<input type="checkbox"/> SEPTA	Stephen Diehl, STV
<input type="checkbox"/> Technology	Chris Bauer, McMahon Associates
<input checked="" type="checkbox"/> Water	Jenni Woodworth, A.D. Marble
<input checked="" type="checkbox"/> Workforce Development/HR	Thomas Cushman, AECOM

ACEC/PA Aviation Committee Board Report June 3, 2021

1. Number of Meetings Fiscal Year To Date: 4

July 2020

Sept 2020

Dec 2020

March 2021

2. Accomplishments Fiscal Year To Date:

Defined Goals and Mission of the Committee

Developed a list of Airports to engage in the conversation

Develop list of conversation starters to engage airports

Attended multi-modal meeting with PennDOT

Attended quality committee meeting

Initiated conversation to coordinate advocacy with other aviation organizations

Organized aviation panel for 2021 Spring Conference

Discussed Industry Updates and

3. Projects Committee is Engaged In Fiscal Year To Date:

Engage and coordinate with other aviation organizations

Understanding Industry updates

Committee/Association Challenges For Committee:

Pandemic made it difficult to engage airport staff

4. Clients Engaged With:

None

5. Action Items for Future:

- Continue to engage airports
- Continue to engage other aviation associations

6. Next Meeting – June 10, 2021 at 10AM.

ACEC/PA Construction Services Subcommittee Board Report June 3, 2021

1. Number of Meetings Fiscal Year To Date: One (1) meeting of the overall committee (2021-04-22) and four (4) meetings of the committee leadership as well as **MANY** other meeting for the various initiatives discussed below.
2. Accomplishments Fiscal Year To Date:
 - CWOPA – The committee worked with Technology staff at the Department to implement “b-accounts” that allow our staff to log-in to iPad apps without having a “c- account”. This eliminates the need for a lot of staff to attend PennDOT HR trainings. Also, the “b- accounts” are managed by the firm’s IT staff instead PennDOT HR and IT.
 - Construction Restart – At the start of the Pandemic, committee leadership participated in the industry committee to develop the restart guidance and get our forces back to work.
 - Together (PennDOT, Consultants and Contractors) we got through COVID.
 - Implemented COVID policies, followed CDC guidelines and had safe projects throughout the season.
 - To our knowledge, there were no major COVID outbreaks on any construction projects throughout the Commonwealth...no major work stoppage...TEAM Effort.
 - E-Ticketing – members of the committee continue to participate in the steering committee that is implementing e-Ticketing for material deliveries.
 - Joint meeting with the Technology Group – successful in starting a recurring meeting between the CS committee, Technology Committee, and PennDOT’s IT group.
 - Safety Stand Down – Worked with APC and PennDOT to assist in facilitating PennDOT’s Safety Stop and creating an ACEC/PA and APC Safety Stand Down initiative.
 - Winter School – Committee leadership were instrumental in planning and delivering the virtual winter school programs for just about every District in the state. (**HUGE EFFORT**)
 - Project Delivery Workshop – Members of our committee participated on the planning committee for this PennDOT Workshop (Formerly known as TMTW)
 - Completed survey of committee members regarding work force development issues.
 - ECMS Training Area – (Sandbox) – Committee members worked with PennDOT IT folks to provide access to an ECMS training area that inspection staff can use for “hands-on” training. Instructions for access has been distributed to the membership.
3. Projects Committee is Engaged In Fiscal Year To Date:
 - Supplement process – Coordinated with staff in the Districts to solicit their input regarding enhancements to ECMS that will help facilitate the initiation of Supplement/Amendments to agreements. Thoughts gathered will be submitted to PennDOT for further discussion/implementation.
 - Workforce Development – Using the survey data gathered by the committee, a report was developed to demonstrate to the Department that the use of TA positions on projects is not keeping pace with the expected loss of work force due to retirements. We will develop strategies to encourage use of TA’s and attract people to the industry. **We are currently waiting for data from the Department regarding the statewide use of consultant inspectors and TA’s so that our survey data can be extrapolated to represent the industry.**

- Certifications and Courses – Working with the Department to ensure enough offerings are provided to allow everyone interested to take required certification classes. We will need to partner with them to effectively deliver programs in virtual or in-person formats moving forward. Also relates to workforce development. **This included recent urgent matters of delayed issuance of Bituminous certifications as well as guiderail training courses and associated PennDOT deadline. ACEC/PA was successful in engagement with the Department to push back the deadline and offer more classes so the industry can get certified and still maintain coverage on active projects.**
 - Job description consistency between Industry & DOT – Information has been compiled from membership as well as the Department – A separate working group has been created to further the initiative to create updated Job Descriptions for the inspection classifications. Also relates to workforce development. **The working group had their first meeting on 5/12/2021 and exchanged information to the Department. The Department will be providing current language in job classifications and then a second meeting of the working group can be scheduled.**
 - Mobile Apps – Ongoing coordination with the PennDOT IT committee on deployment of app updates and testing. Currently, tracking updates to the PennDOT MHL application used for inspection hours and mileage entries. Committee members have been involved in the creation of the eTicketing app which is still in development.
4. Committee/Association Challenges For Committee:
- Continuing to work with the challenges created by COVID and other industry pressures - reduced funding, reduction in workload, loss of workforce, availability of certification classes, etc.
 - Implementation of Drones into Constructions Services – Need to provide consistent message that this is value added, not a replacement of staff.
 - Getting the entire consultant workforce to take mandatory guiderail training by 10/1/2021
 - Unemployment Compensation Issues – Inspection staff have been experiencing issues with not qualifying and jumping through hoops to become eligible. Also, others did not receive checks for long periods of time. How will delayed starts to 2020 and 2021 seasons affect their ability to collect during winter of 2021-2022?
5. Clients Engaged With: PennDOT - **Should/Could PA Turnpike be added?**
6. Action Items for Future:
- Continue Progress on current active projects
 - Inspector Wage Rates
 - MET updates
7. Next Meeting – TBD

ACEC/PA Contract Admin Committee Board Report June 3, 2021

1. Number of Meetings Fiscal Year To Date: 3

2. Accomplishments Fiscal Year To Date:

Description: met with Quality Committee to discuss the amount of design errors

3. Projects Committee is Engaged In Fiscal Year To Date:

Description:

- Average hourly rate – some members report that PennDOT Districts are holding consultants to max amounts. Discussed with PennDOT at 3/11/21 task force meeting
- PennDOT profit factors – received statistical data from PennDOT regarding the bell curves (mean, median, etc.) on 4/20/21

4. Committee/Association Challenges For Committee:

Description:

- Future of Mutual Gains (update, expand, improve)?
- Set up periodic meetings with PennDOT counterparts (Consultant Agreement section) to discuss contract issues in a smaller setting than the quarterly task force?

5. Clients Engaged With: none directly (Leeann contacts PennDOT on our behalf)

6. Action Items for Future:

- Mutual Gains – provide assistance (if this initiative continues)
- Available to assist with discussions with PennDOT regarding PPP impacts on FAR overhead rate

7. Next Meeting – TBD (probably fall, unless a need arises)

ACEC/PA Diversity, Equity and Inclusion Committee Board Report June 3, 2021

1. Number of Meetings Fiscal Year To Date:
 - Two (2) Full Committee Meetings (9/23/20 and 1/22/21)
 - Two (2) Committee Leadership Meetings (8/26/20 and 1/19/21)
2. Accomplishments Fiscal Year To Date:
 - Established New Committee Mission Statement
 - Updated Committee Goals
 - Updated Committee name to add in the word, “Equity”.
 - Coordinated speaker for the 2020 Fall Conference.
 - Established a 4-judge panel and selected the winner of the 2nd DEI Award for the Annual Diamond Award Ceremony
 - Coordinated speaker for the 2021 Spring Conference
 - Conducted a Committee Only Survey to define ways to meet goals
3. Projects Committee is Engaged In Fiscal Year To Date:
 - Development manageable milestone for the committee goals
 - Development of educational resources and other opportunities to increase awareness of DEI to our member firms. (i.e. webinars, input in the ACEC/PA newsletters, conference sessions, etc.)
4. Committee/Association Challenges For Committee:
 - Perception of DEI can be controversial given today’s current social climate.
 - Committee member engagement. Promoting more active participation.
5. Clients Engaged With:
 - None at this time.
6. Action Items for Future:
 - Develop a potential educational program, communication type, and objective for Board review prior to implementation.
 - Revisit the criteria for the next DEI Award.
 - Initiate at least one educational session
7. Next Meeting – Est. July/August 2021

ACEC/PA Diamond Awards Committee Board Report June 3, 2021

1. Number of Meetings Fiscal Year to Date: 2
2. Accomplishments Fiscal Year to Date: 2
 1. Hosted a post-2021 Diamond Awards Committee meeting to discuss event success and plans for 2022 Diamond Awards Gala
 2. Formed Client Letter Task Force to ensure consistency with Client Letter requirement as part of Call for Entries
3. Projects Committee is Engaged in Fiscal Year To Date: 2
 1. 2022 Call for Entries, preparing for distribution on July 1, 2021.
 2. 2022 Call for Entries, Client Letter template – Task Force
 - a. A task force was created to identify and create a template for the Client Letter. The template will provide consistency for all entry submissions.
4. Committee/Association Challenges for Committee: N/A

Description: There have not been any challenges brought up to the Chair or Vice Chair for the committee during this fiscal year; however, the Committee is working to determine more opportunity for involvement in preparation for the 2022 Diamond Awards. One solution was the Task Force mentioned above. We have one (1) volunteer/Committee member working with the Chair, Vice Chair and ACEC/PA Director of Events on the Task Force.
5. Clients Engaged With: N/A
6. Action Items for Future:
 - Client Letter Task Force, complete template before the end of June 2021.
 - Release 2022 Call for Entries
7. Next Meeting – Tentative date around June 28, 2021.

ACEC/PA Diverse Partnerships Committee Board Report June 3, 2021

1. Number of Meetings Fiscal Year To Date: 1

2. Accomplishments Fiscal Year To Date:

Description: Complete 63-page Disparity Study Report for Secretary and Governor

Description: Select Mentor-Protegee Focus Group participants

Description: Design Spring Conference Session, Research Speakers, Secure Speaker

Description: Advocate for Indemnification Bill

Description: Advocate for increased PPP awareness

3. Projects Committee is Engaged In Fiscal Year To Date:

Description: SBE Program with PennDOT and PTC

Description: Spring Conference session development

Description: Advocacy for Indemnification and PPP dropped/not moving forward,
waiting to receive membership updates

Description: Waiting to hear next step on SBE Program with PennDOT and PTC?

4. Committee/Association Challenges For Committee:

Description: Advocacy and action

Description: Loss of overarching Transportation Committee to be more engaged with
PTC Committee and others that also have DP considerations.

5. Clients Engaged With: PennDOT and PTC

6. Action Items for Future:

- Waiting to hear on SBE Program next steps from PennDOT
- Waiting for presumed change of committee leadership

7. Next Meeting – TBD

ACEC/PA DRPA-DRJTBC Committee Board Report June 3, 2021

1. Number of Meetings Fiscal Year To Date:
No committee meetings were held since the beginning of the fiscal year 07/1/2020.
2. Accomplishments Fiscal Year To Date:
ACEC/PA Eastern Chapter breakfast meeting on March 15, 2021 with Mike Venuto from DRPA.
3. Projects Committee is Engaged In Fiscal Year To Date: None
4. Committee/Association Challenges For Committee:
In-person meetings are still prohibited.
We have not been proactive in planning to meet with specific ACEC/PA committees where we have overlapping concerns.
We have not been able to schedule meetings with our ACEC/NJ committee counterparts to discuss/plan mutual activities for our two bi-state agencies.
5. Clients Engaged With: DRPA
6. Action Items for Future:
DRPA
 - Conference call with ACEC/NJ counterparts to gather common concerns/issues of interest.
 - Meet with Mike Venuto & ACEC/PA/NJ committee leadership to discuss Ariba, COVID-19 impacts to funding/projects, other common concerns, status of eBuilder as their PM tool
 - Input from other ACEC/PA committees
Construction Services committee – feedback from construction staff, involvement of designer during construction, change orders requested by owner
Marketing Committee – Ariba, overlapping concerns
DRJTBC
 - Follow up on selected items from 2018 Consultant Survey results shared with DRJTBC
 - Release of 03/27/2019 DRJTBC meeting minutes
 - Conference call with ACEC/NJ counterparts to gather common concerns/issues of interest
 - Meet with DRJTBC & ACEC/PA/NJ committee leadership regarding follow-up to 2018 survey and 3/2019 meeting, and other issues of mutual interest
7. Next Meeting – To be determined. This committee hopes to do better in the next fiscal year.

ACEC/PA Energy Committee Board Report June 3, 2021

1. Number of Meetings Fiscal Year To Date: 0

2. Accomplishments Fiscal Year To Date: N/A

Description: No meetings held since March 2020 due to COVID shut down

3. Projects Committee is Engaged In Fiscal Year To Date: 0

Description: Non currently

4. Committee/Association Challenges For Committee:

Description:

- Engagement, member recruitment. Since inception there have only been a couple members on the committee (both from the Phila area).
- Need collaboration with industry similar to the working relationship on the Transportation side w/APC.
- The committee needs to present opportunities and reasons for joining and getting engaged.
- Membership communication. This includes in-person gatherings. Very difficult to recruit members and get folks engaged

5. Clients Engaged With: N/A

6. Action Items for Future:

- Evaluate the Energy Committee mission and refocus.
- Develop list of challenges facing Energy opportunities and development in PA
- Recruit members based on the first two action items

7. Next Meeting – TBD

ACEC/PA Environmental Committee Board Report June 3, 2021

1. Number of Meetings Fiscal Year To Date: Two Meetings held: 2/14/2020 and 2/2/2021

2. Accomplishments Fiscal Year To Date:

Description:

- Establishment of Permit Task Force Subcommittee- Met 5 times: 9/8/20; 9/22/20; 10/6/20; 10/20/20; 3/8/21; 4/13/21
- Developed Goals/Actions for improving Permit submittals

3. Projects Committee is Engaged In Fiscal Year To Date: See above.

4. Committee/Association Challenges For Committee:

Description: Continuing the Permit Task Force Subcommittee; Collaboration with partners and clients relating to Permit Task Force Subcommittee

5. Clients Engaged With: PennDOT

6. Action Items for Future:

- Continue with Permit Task Force Subcommittee
- Meet every 3 months with Environmental Committee

7. Next Meeting – June 22, 2021

ACEC/PA Innovative Delivery Committee Board Report June 3, 2021

1. Number of Meetings Fiscal Year To Date: Two Committee Meetings
2. Accomplishments Fiscal Year To Date:
 - Committee Members representatives provided input through half a dozen Transportation Quality Initiative (TQI) Alternative Delivery meetings. These meetings include representatives from PennDOT, PTC, APC, and ACEC/PA, and are focused on adding two-step best-value design build as an option in Pennsylvania.
 - Through TQI involvement, committee members provided examples, lessons learned, and best practices for Design Build specifications and Design Manual modifications.
 - Committee chair served on TQI discussion panel at the APC Fall Seminar
3. Projects Committee is Engaged In Fiscal Year To Date:
 - TQI Alternative Delivery task force (see #2 above)
 - Digital Delivery 2025
 - PennDOT Pathways
4. Committee/Association Challenges for Committee:
 - Ensuring engineering consultant interests are included in several significant innovative delivery initiatives currently in development (see #3).
 - Developing greater alternative delivery experience within committee membership
5. Clients Engaged With:
PennDOT: Various Districts and Central Office
Pennsylvania Turnpike Commission
6. Action Items for Future:
 - Continue to advise PennDOT through TQI participation in developing new two-step best-value design build process, documents, and manuals.
 - Maintain open communication with Digital Delivery 2025 leadership to provide input in that development process.
 - Promote innovative delivery as funding challenges continue to grow and new initiatives are developed in Pennsylvania.
7. Next Meeting – June 2021

ACEC/PA Legislative Outreach Board Report June 3, 2021

1. No activity for the Legislative Outreach Group since the last board meeting.
Number of Meetings Fiscal Year To Date: One (1) meeting was held on March 10, 2021.
2. Accomplishments Fiscal Year To Date:

Three (3) GAC meetings.
January Guest Speaker was Representative Matt Bradford
February Guest Speaker was Senator Jake Corman
March Guest Speaker was Wayne Langerholc
3. Projects Committee is Engaged In Fiscal Year To Date:

Due to COVID related restrictions, we are in somewhat of a holding pattern. We are monitoring our ability to engage and educate our legislators. As restrictions are lifted, we expect to conduct a legislative outreach effort to further educate our legislators on the issues that are important to our membership.
4. Committee/Association Challenges For Committee:

Educating our legislators regarding the need for long term sustainable infrastructure funding and motivating them to take action.
5. Clients Engaged With: N/A
6. Action Items for Future:
 - Legislative fly-in.
 - CEPA PAC fundraiser.
7. Next Meeting – None scheduled at this time.

ACEC/PA Marketing Committee Board Report June 3, 2021

1. Number of Meetings Fiscal Year To Date:

- June 2020
- August 2020
- March 2021
- April 2021

2. Accomplishments Fiscal Year To Date:

Met with PennDOT representative (February 2021) to review ECMS Permission Levels issues, ACEC/PA Member Firm Survey, research conducted by Committee and recommendations for next steps.

Held Panel Discussion during 2021 Spring Conference

3. Projects Committee is Engaged In Fiscal Year To Date:

Most effort was put into ECMS Permissions Level issues, however due to budget concerns with PennDOT we were not able to get a meeting with them for six months which delayed the progress of this project.

4. Committee/Association Challenges For Committee:

Most projects by the marketing committee have been related to PennDOT procurement (font size issues, ECMS permission levels).

As Committee Leadership changes, it is unclear what projects the committee may have moving forward, other than those that “pop-up”.

5. Clients Engaged With: PennDOT (Michele Harter)

6. Action Items for Future:

- Preparing to Committee Leadership turnover
- Working with PennDOT as they take on ECMS Permission Levels issue

7. Next Meeting – June 2021 to discuss leadership transition and future goals of the committee

ACEC/PA Multimodal Committee Board Report June 3, 2021

1. Number of Meetings Fiscal Year To Date: 0
2. Accomplishments Fiscal Year To Date: 0
3. Projects Committee is Engaged In Fiscal Year To Date: 0
4. Committee/Association Challenges For Committee:

Description: Committee was essentially dormant in 2020. In May 2021, Scott Schriener volunteered to become the committee chair after a time of vacancy. An email was sent to fellow PennDOT BPT consultants asking them to consider joining the committee.

Committee needs to develop goals and continue relationship with the PennDOT Multimodal Deputy Secretary as well as SEPTA, PAAC, and Amtrak.

5. Clients Engaged With: PennDOT
6. Action Items for Future:
 - Establish committee goals
 - Build a committee with members
 - Schedule recurring meetings with committee members
7. Next Meeting – Will be scheduled shortly.

ACEC/PA Municipal Services Committee Board Report June 3, 2021

1. Number of Meetings Fiscal Year To Date:

1 In Person Meeting – 2/3/2020

6 Conference Call Meetings – 2/20; 8/13; 9/17; 11/05; 01/14; and 02/04/2021

2. Accomplishments Fiscal Year To Date:

Description:

- Progressing Municipal Services ‘Toolbox’ on ACEC/PA Municipal Services webpage
- Example RFP’s and RFQ’s completed for webpage upload
- Format changes made to the Subdivision and Land Development Review Guide and completed for website upload
- Contact made with the following groups to discuss how we can effectively and efficiently serve our Municipalities as we move forward:
 - PA State Association of Township Supervisors (PSATS)
 - County Commissioners Association of PA (CCAP)
 - PA Municipal Authorities Association (PMAA)
 - PA State Association of Boroughs (PSABS)
- Procured a local and a national level speaker for ACEC/PA’s Spring Conference to share their insight and knowledge regarding Asset Management.

3. Projects Committee is Engaged In Fiscal Year To Date:

Description:

Developing a Webpage as a Municipality Resource to include:

- RFP/RFQ Examples
- Federal, State and Local Funding List Websites
- Subdivision and Land Development Review Guide
- Strategic Links to PennDOT Publications for Processes and Funding
- Pursuing entities to host virtual presentations and seminars.
- Considering development of a Funding Webinar with a Q&A session
- Spring Conference – Asset Management Program Speaker

4. Committee/Association Challenges For Committee:

Description:

- Low meeting attendance
- Limited communication outside of conference calls

MEETING MINUTES

5. Clients Engaged With: PSATS; CCAP; PMAA; PSABS; PML
6. Action Items for Future:
 - Committee to review examples of submitted RFP/RFQ examples
 - Committee to reach out to water committee regarding any contributing examples
 - Post Funding List to the Public Committee webpage
 - Post Subdivision and Land Development Guide to webpage
 - Assemble strategic links to post to webpage to assist Municipalities
7. Next Meeting – TBD

ACEC/PA PennDOT Task Force Board Report June 3, 2021

1. Number of Meetings Fiscal Year To Date:
 - Quarterly meetings held July 21, Oct 7, and March 11 (none since last report)
2. Accomplishments Fiscal Year To Date:
 - Added consistent District representation to Task Force meetings
 - Quality committee has finalized quality website
 - Various individuals participated in development of construction restart planning
 - Participated in renewed TQI effort (Nick Burdette is ACEC/PA representative)
 - Communicated client/stakeholder concerns on permitting quality to membership
3. Projects Committee is Engaged In Fiscal Year To Date:
 - Various efforts by Construction Services Subcommittee (job descriptions, mobile apps, gap in workforce of TA's, ECMS enhancements, etc.), Quality Website, Diverse Partnerships, TQI
4. Committee/Association Challenges For Committee:
 - Task Force has not engaged with bigger-picture issues, such as funding and legislative issues. This seems to be handled at the Board level.
 - Task Force meetings have become report-out focused and lack more meaningful interactions and tangible results – especially given expanded level of client leadership participation.
 - The above items beg for the Task Force to be reimagined. This was discussed with PennDOT's Melissa Batula who enthusiastically concurred, but COVID and other events stalled more detailed conversations.
5. Clients Engaged With:
 - Deputy Secretary Melissa Batula, Michelle Harter and various representatives from Central Office and most engineering districts
6. Action Items for Future:
 - Reimagine Task Force format and goals to provide increased value of efforts
 - Maintain engagement with digital delivery; especially as related to potential revisit of mutual gains
 - More consistently report Task Force results/discussions with membership (as appropriate)
7. Next Meeting – June 3, 2021 (*Scott Schaeffer of JBC will assume role of ACEC/PA Chair of Task Force*)

ACEC/PA Quality Committee Board Report June 3, 2021

1. Number of Meetings Fiscal Year To Date:
 - 1 Committee Virtual Meeting: 7/9/20
 - 1 ACEC/PA Fall Conference Report: 11/12/20
 - 3 PennDOT / ACEC/PA Quality Task Force Meetings: 8/12/20, 10/14/20, 2/10/21.
2. Accomplishments Fiscal Year To Date:
 - Updated the Mission Statement.
 - Broadened the Quality Committee membership to include representation from other ACEC/PA Committees.
 - Obtained full functionality of the PennDOT Quality Website, ability to sign on & receive updates.
 - Plan Checks / Common Errors document developed & presented on the PennDOT Quality Website.
 - Department obtaining ADE survey of key issues for possible consideration by the ACEC/PA - PennDOT Quality Task Force in the upcoming meeting scheduled for June 9, 2021.
3. Projects Committee is Engaged In Fiscal Year To Date:
 - Improving communication / coordination / input between Design and Construction
 - Advancing Construction Cost Estimate Data Base (Power BI)
 - Advancing the electronic AAR Report via PennDOT
4. Committee/Association Challenges For Committee:
 - Getting PennDOT to move forward on Power BI access for the membership
 - Getting PennDOT to move forward on the electronic AAR Reports. (This appears to be moving up the priority list for PennDOT)
 - Gaining input from the other Committees on quality-related issues
5. Clients Engaged With:
 - PennDOT
6. Action Items for Future:
 - Form a workgroup between the Quality Committee, Contract Administration subcommittee and the Construction Services subcommittee to discuss consultation during construction and resulting issues.
 - Go over the results of the upcoming ADE survey with PennDOT to identify areas for quality improvement or to improve collaboration between Design and Construction.
 - Receive quality issue input from other committees.
7. Next Meeting – should be scheduled for late June so that the next PennDOT/Quality Task Force meeting on June 9 can be included in the discussion.

ACEC/PA Scholarship Committee Board Report June 3, 2021

1. Number of Meetings Fiscal Year To Date: 3

2. Accomplishments Fiscal Year To Date:

Thirteen fully completed applications were judged in October 2020. Per our invitation to applicants, the minimum first prize amount of \$2,500 was awarded, with additional prizes as shown:

- 1st (\$2,500) – Brooke Paccione, Lafayette College
- 2nd (\$2,000) – Ryan Hess, The Ohio State University
- 3rd (\$1,500) – Thomas Stief, Drexel University
- 4th (\$1,500) – Maura Bentz, Pennsylvania State University

Due to cancellation of the 2020 golf outing and resulting limited new income to the scholarship account, the total amount awarded was reduced to \$7,500 (annual total typically is in range of \$12,000-\$12,500).

3. Projects Committee is Engaged In Fiscal Year To Date:

Committee members not playing in the 2021 golf outing will provide volunteer support. Planning for the 2021-22 scholarship competition has begun.

4. Committee/Association Challenges For Committee:

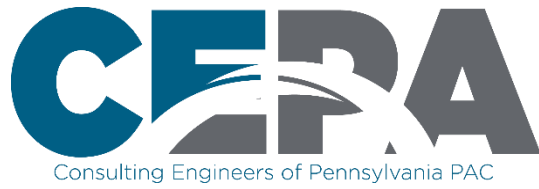
The committee will continue to investigate opportunities to promote donations to the scholarship fund, outside of money raised through the golf outing.

5. Clients Engaged With: N/A

6. Action Items for Future:

- Investigate/implement supplemental options for growing scholarship fund, where appropriate
- Conduct 2021-2022 scholarship competition (beginning August 2021).

7. Next Meeting – August 2022 (specific date/time TBD), virtual meeting



2021 CEPA PAC Contributors

As of April 30, 2021

2021 CEPA PAC Goal - \$25,000
Contributions received to date - \$4,900
Total PAC Fund to date - \$30,127.99

\$1,000 - \$2,500

Kevin Johnson, Traffic Planning & Design
Michael Baker International PAC

\$500 - \$999

Mike Bougher, Stantec Consulting Services, Inc.
Rose Bougher, AD Marble & Co., Inc.
William Gross, HDR
Eric Veydt, Gannett Fleming, Inc.

\$250 - \$499

Alex Houseal, STV Inc.

\$1 - \$249

Marc Pinto, Susquehanna Civil, Inc.



2021 ACEC PAC Contributors

As of April 30, 2021

2021 ACEC PAC Goal \$33,958 YTD Raised \$8,450

2020 ACEC PAC Goal-\$33,958, Raised-\$35,075

\$2500-up

\$1,000-2499

Larson Design Group PAC

Michael Baker International PAC

\$500-999

Bill Gross, HDR

Troy Holloway, Century Engineering, Inc.

Eric Veydt, Gannett Fleming, Inc.

John Zarsky, Pennoni

\$250-499

Eric Frary, Micheal Baker International

Joyce Markosky, The Markosky Engineering Group, Inc.

Mark Markosky, The Markosky Engineering Group, Inc.

\$1-249

James Markham, Pennoni

Todd Morris, Pennoni

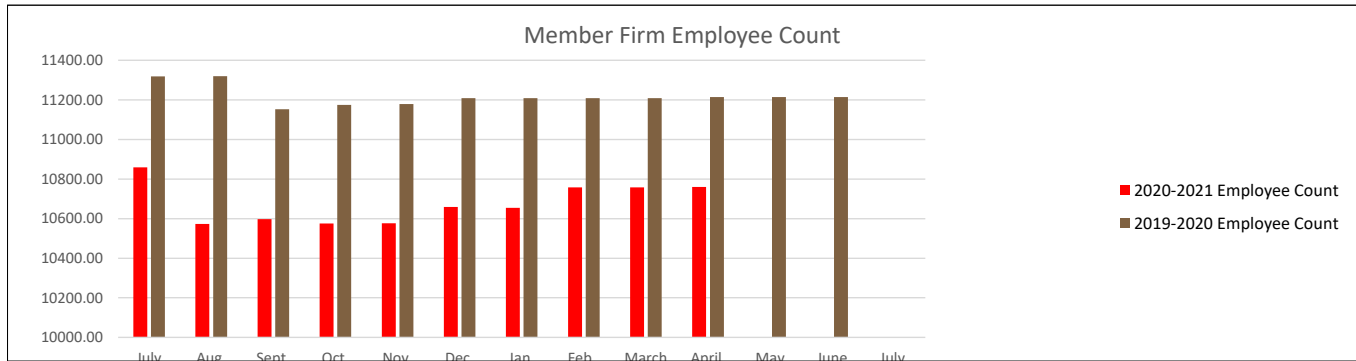
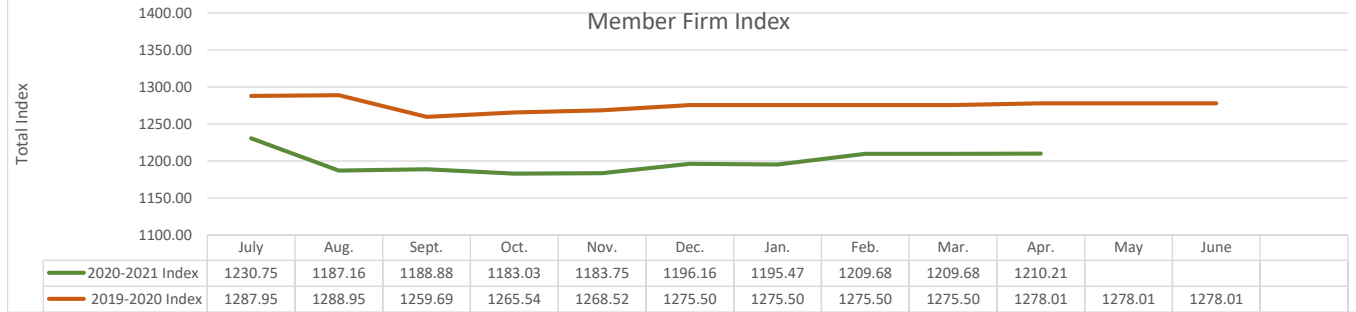
Andrew Pennoni, Pennoni

Leeann Sherman, ACEC/PA

April 2021 Membership Reports

Member Firms

Month	Starting Index	Starting # Employees	Anniversary Variation Index	Anniversary Variation Employee Count	New Index	New # Employees	Drop Index	Drop # Employees	2020-2021 Index	Employee Count
July	1249.93	11020.00	0.00	0.00	0.00	0.00	19.18	161.00	1230.75	10859.00
Aug.	1230.75	10859.00	0.00	0.00	0.00	0.00	43.59	286.00	1187.16	10573.00
Sept.	1187.16	10573.00	0.00	0.00	8.23	40.00	6.51	16.00	1188.88	10597.00
Oct.	1188.88	10597.00	0.00	0.00	0.00	0.00	5.85	22.00	1183.03	10575.00
Nov.	1183.03	10575.00	0.72	2.00	1183.75	10577.00	0.00	0.00	1183.75	10577.00
Dec.	1183.75	10577.00	0.00	0.00	12.41	82.00	0.00	0.00	1196.16	10659.00
Jan.	1196.16	10659.00	-0.69	-5.00	0.00	0.00	0.00	0.00	1195.47	10654.00
Feb.	1195.47	10654.00	0.00	0.00	14.21	104.00	0.00	0.00	1209.68	10758.00
March	1209.68	10758.00	0.00	0.00	0.00	0.00	0.00	0.00	1209.68	10758.00
April	1209.68	10758.00	0.53	2.00	0.00	0.00	0.00	0.00	1210.21	10760.00
May										
June										
July										



Reconciliation from Certification	6.30.2020 Ending Index	6.30.2020 Ending EE Cnt	7.1.2020 Starting Index after cert	7.1.2020 Starting EE Cnt after cert
	1278.01	11214	1249.93	11020

Anniversary Variation	Invoice Date	Index	Employee Count
Naik Group	9.1.2020	-	-
ATCS PLC	10.1.2020	-	-
The Lexis Group	11.1.2020	0.72	2
GPD Group	11.1.2020	-	-
T3 Global Strat.	1.1.2021	-0.69	-5
Kittelson	4.1.2021	0.53	2

April New Member Firms		
Firm Name	Index	Employee Count
Totals	0	0

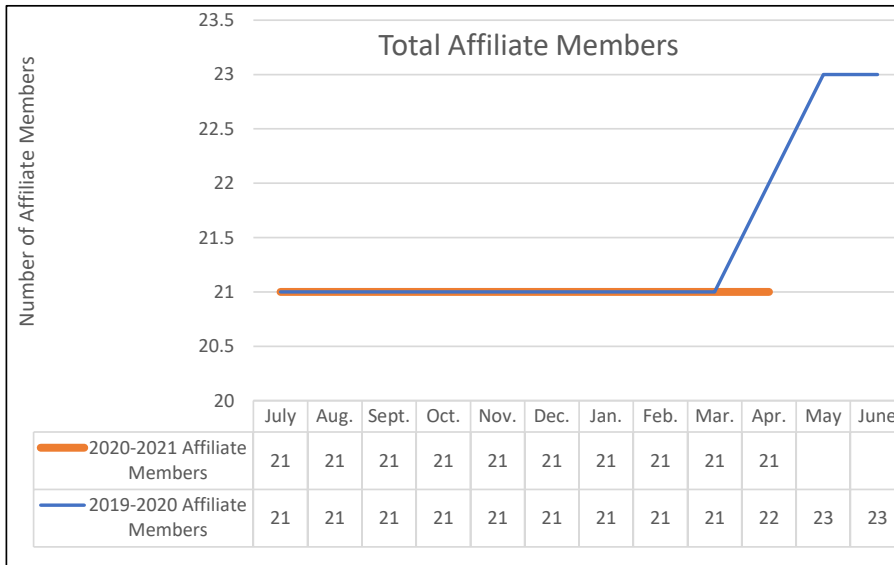
YTD New Member Firms		
Firm Name	Index	Employee Count
JHA Companies	8.23	40
ARRO Consulting Inc.	12.41	82
Dawood Engineering, Inc.	14.21	104
Totals	34.85	226

April Drop Member Firms		
Firm Name	Index	Employee Count
Totals	0	0

YTD Drop Member Firms		
Firm Name	Index	Employee Count
Borton-Lawson	18.18	160
Eugene J. Aufiero & Associates, Inc.	1.00	1
First Capital Engineering, Inc.	5.05	17
Stahl Sheaffer Engineering, LLC	16.28	132
Armstrong Engineering Associates, Inc.	9.77	54
Earth Engineering, Inc.	12.49	83
Geo-Explorers, Inc.	2.78	6
FIGG Bridge Engineers, Inc.	3.73	10
S P Engineering	5.85	22
Totals	75.13	485

**April Membership Reports
Affiliate Members**

Month	Starting Members	New Members	Dropped Members	2020-2021 Affiliate Members
July	23	0	2	21
Aug.	21	0	0	21
Sept.	21	0	0	21
Oct.	21	0	0	21
Nov.	21	0	0	21
Dec.	21	0	0	21
Jan.	21	0	0	21
Feb.	21	0	0	21
Mar.	21	0	0	21
Apr.	21	0	0	21
May				
June				



April New Affiliate Members

April New Affiliate Members

Drop Affiliate Members

YTD Drop Affiliate Members
Customer Follow Up, Inc. (7.30.2020)
Oswald Companies (7.31.2020)



ACTION ITEMS

American Council of Engineering Companies of Penns

Budget vs. Actuals: FY 2020-2021 - FY21 P&L

July 2020 - April 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
3000 Dues Income				
3001 Base ACEC/PA Dues	52,500.00	52,500.00	0.00	100.00 %
3002 ACEC/PA Dues	358,804.93	336,500.00	22,304.93	106.63 %
3003 Affiliate Dues	33,390.00	37,550.00	-4,160.00	88.92 %
Total 3000 Dues Income	444,694.93	426,550.00	18,144.93	104.25 %
3009 ACEC BIT Royalty	1,660.00	1,500.00	160.00	110.67 %
3015 Member Directory Income	3,300.00	1,000.00	2,300.00	330.00 %
3016 Newsletter Advertising Income	260.00		260.00	
3300 Meetings				
3301 Central Chapter Meeting	14,945.00	10,900.00	4,045.00	137.11 %
3302 Eastern Chapter Meeting	16,695.00	18,150.00	-1,455.00	91.98 %
3303 Western Chapter Meeting	18,935.00	20,150.00	-1,215.00	93.97 %
3304 Govt Affairs Breakfast	9,065.00	11,700.00	-2,635.00	77.48 %
3305 Annual Meeting				
3305.1 Annual Meeting Sponsorships	0.00	2,000.00	-2,000.00	0.00 %
3305.2 Annual Meeting Registrations	0.00	1,575.00	-1,575.00	0.00 %
Total 3305 Annual Meeting	0.00	3,575.00	-3,575.00	0.00 %
3306 Spring Conference				
3306.1 Spring Conference Sponsorships	34,393.00	13,050.00	21,343.00	263.55 %
3306.2 Spring Conference Registrations	24,789.00	11,000.00	13,789.00	225.35 %
Total 3306 Spring Conference	59,182.00	24,050.00	35,132.00	246.08 %
3307 ACEC/PA Fall Conference				
3307.1 Fall Conference Sponsorships	22,910.00	11,550.00	11,360.00	198.35 %
3307.2 Fall Conference Registrations	14,103.00	28,238.00	-14,135.00	49.94 %
Total 3307 ACEC/PA Fall Conference	37,013.00	39,788.00	-2,775.00	93.03 %
3308 Diamond Awards				
3308.1 Diamond Awards Sponsorships	12,650.00	16,000.00	-3,350.00	79.06 %
3308.2 Diamond Awards Registrations		34,500.00	-34,500.00	
3308.3 Diamond Awards Project Submission Fee	13,200.00	13,500.00	-300.00	97.78 %
Total 3308 Diamond Awards	25,850.00	64,000.00	-38,150.00	40.39 %
3309 Scholarship Golf Outing		2,500.00	-2,500.00	
3403 Legislative Day	6,292.00	7,500.00	-1,208.00	83.89 %
Total 3300 Meetings	187,977.00	202,313.00	-14,336.00	92.91 %
3900 Investment Income				
3901 Interest	32.98		32.98	
3901.1 Interest from Money Market Account	10.81	500.00	-489.19	2.16 %
Total 3901 Interest	43.79	500.00	-456.21	8.76 %
Total 3900 Investment Income	43.79	500.00	-456.21	8.76 %
3951 Misc Income	660.54	900.00	-239.46	73.39 %
Total Revenue	\$638,596.26	\$632,763.00	\$5,833.26	100.92 %

American Council of Engineering Companies of Penns

Budget vs. Actuals: FY 2020-2021 - FY21 P&L

July 2020 - April 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
GROSS PROFIT	\$638,596.26	\$632,763.00	\$5,833.26	100.92 %
Expenditures				
4000 Payroll Expenditures				
4001 Salaries	204,318.52	214,410.00	-10,091.48	95.29 %
4001.1 Salaries - Vacation	5,894.33		5,894.33	
Total 4001 Salaries	210,212.85	214,410.00	-4,197.15	98.04 %
4002 Payroll Taxes	13,276.58	16,040.00	-2,763.42	82.77 %
4002.1 Payroll Tax Credits	-21,228.14		-21,228.14	
Total 4002 Payroll Taxes	-7,951.56	16,040.00	-23,991.56	-49.57 %
4003 Employee Benefits	17,603.68	14,000.00	3,603.68	125.74 %
4004 Retirement	8,189.87	8,900.00	-710.13	92.02 %
4005 Payroll Fees	750.65	600.00	150.65	125.11 %
Total 4000 Payroll Expenditures	228,805.49	253,950.00	-25,144.51	90.10 %
4015 Member Directory Expenses	1,131.67	500.00	631.67	226.33 %
4300 Meetings Expense				
4302 Central Chapter Mtg Expense				
4302.2 Central Chapter Mtg Travel		12.00	-12.00	
4302.3 Central Chapter Mtg F&B		5,100.00	-5,100.00	
4302.4 Central Chapter Mtg AV/Rm Rental		1,990.00	-1,990.00	
Total 4302 Central Chapter Mtg Expense		7,102.00	-7,102.00	
4303 Eastern Chapter Mtg Expense				
4303.2 Eastern Chapter Mtg Travel		100.00	-100.00	
4303.3 Eastern Chapter Mtg F&B	0.00	9,800.00	-9,800.00	0.00 %
4303.4 Eastern Chapter Mtg AV/Rm Rental		1,000.00	-1,000.00	
Total 4303 Eastern Chapter Mtg Expense	0.00	10,900.00	-10,900.00	0.00 %
4304 Western Chapter Mtg Expense				
4304.2 Western Chapter Mtg Travel		320.00	-320.00	
4304.3 Western Chapter Mtg F&B		6,920.00	-6,920.00	
Total 4304 Western Chapter Mtg Expense		7,240.00	-7,240.00	
4305 Govt Affairs Bfast Expense				
4305.2 Govt Affairs Bfast Travel		10.50	-10.50	
4305.3 Govt Affairs Bfast F&B		3,800.00	-3,800.00	
4305.4 Govt Affairs Bfast AV/Rm Rental		1,990.00	-1,990.00	
Total 4305 Govt Affairs Bfast Expense		5,800.50	-5,800.50	
4306 Diamond Awards Expense				
4306.1 Awards Expense	2,189.16	2,000.00	189.16	109.46 %
4306.2 Diamond Awards Travel		280.00	-280.00	
4306.3 Diamond Awards F&B	0.00	32,295.00	-32,295.00	0.00 %
4306.4 Diamond Awards AV/Rm Rental	22,136.24	10,950.00	11,186.24	202.16 %
4306.5 Diamond Awards Supplies/Misc.	98.00	8,300.00	-8,202.00	1.18 %
Total 4306 Diamond Awards Expense	24,423.40	53,825.00	-29,401.60	45.38 %

American Council of Engineering Companies of Penns

Budget vs. Actuals: FY 2020-2021 - FY21 P&L

July 2020 - April 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4307 Annual Meeting Expense				
4307.2 Annual Meeting Travel		0.00	0.00	
4307.3 Annual Meeting F&B		0.00	0.00	
4307.4 Annual Meeting AV/Rm Rental		0.00	0.00	
4307.5 Annual Meeting Supplies		0.00	0.00	
4307.6 Annual Meeting Activities		1,000.00	-1,000.00	
Total 4307 Annual Meeting Expense		1,000.00	-1,000.00	
4308 Spring Conference Expense				
4308.2 Spring Conference Travel		0.00	0.00	
4308.3 Spring Conference F&B		0.00	0.00	
4308.4 Spring Conference AV/Rm Rental		0.00	0.00	
4308.5 Spring Conference Supplies		0.00	0.00	
4308.7 Spring Conference Speaker		0.00	0.00	
Total 4308 Spring Conference Expense		0.00	0.00	
4309 ACEC/PA Fall Conference Expense				
4309.2 Fall Conference Travel		20.00	-20.00	
4309.3 Fall Conference F&B	230.77	11,970.00	-11,739.23	1.93 %
4309.4 Fall Conference AV/Rm Rental	5,590.65	3,300.00	2,290.65	169.41 %
4309.5 Fall Conference Supplies	6,641.96	250.00	6,391.96	2,656.78 %
Total 4309 ACEC/PA Fall Conference Expense	12,463.38	15,540.00	-3,076.62	80.20 %
4310 Scholarship Golf Outing Expense				
4310.1 Scholarship Gift Given	7,500.00	2,500.00	5,000.00	300.00 %
4310.5 Golf Outing Supplies	13.13		13.13	
Total 4310 Scholarship Golf Outing Expense	7,513.13	2,500.00	5,013.13	300.53 %
4351 Legislative Day Expenses				
4351.1 Legislative Day Printing/Postage		3,210.00	-3,210.00	
4351.2 Legislative Day Travel		30.00	-30.00	
4351.3 Legislative Day F&B		4,050.00	-4,050.00	
4351.5 Legislative Day Supplies		200.00	-200.00	
Total 4351 Legislative Day Expenses		7,490.00	-7,490.00	
Total 4300 Meetings Expense	44,399.91	111,397.50	-66,997.59	39.86 %
4400 Insurance				
4401 Business Insurance	662.00	670.00	-8.00	98.81 %
4402 Workers Comp Insurance	1,182.14	1,250.00	-67.86	94.57 %
4403 Auto Insurance	2,261.86	2,150.00	111.86	105.20 %
4404 Directors & Officers Liability	1,528.00	1,536.00	-8.00	99.48 %
4405 ERISA Retirement Insurance	67.44	270.00	-202.56	24.98 %
Total 4400 Insurance	5,701.44	5,876.00	-174.56	97.03 %
4500 Office Supplies and Expenses				
4501 Supplies	502.36	4,000.00	-3,497.64	12.56 %
4502 Copier Supplies/Equipment	884.93	750.00	134.93	117.99 %

American Council of Engineering Companies of Penns

Budget vs. Actuals: FY 2020-2021 - FY21 P&L

July 2020 - April 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4502.1 Interest Paid - Copier Lease	142.96	160.00	-17.04	89.35 %
Total 4502 Copier Supplies/Equipment	1,027.89	910.00	117.89	112.95 %
4503 Office Expense/Gifts	389.07	500.00	-110.93	77.81 %
Total 4500 Office Supplies and Expenses	1,919.32	5,410.00	-3,490.68	35.48 %
4600 Office/Admin Expense				
4601 Bank Monthly Charges	399.50	400.00	-0.50	99.88 %
4602 CC Transaction Fees	5,473.91	7,500.00	-2,026.09	72.99 %
4603 Internet Services	2,342.47	1,700.00	642.47	137.79 %
4604 Printing		416.00	-416.00	
4605 Postage	121.60	210.00	-88.40	57.90 %
4606 Rent	35,400.40	35,918.00	-517.60	98.56 %
4607 Advertising		0.00	0.00	
4608 Telephone	6,502.77	7,150.00	-647.23	90.95 %
4609 Other Misc Svc Costs	352.56		352.56	
4610 Investment Acct Bank Fees	150.00		150.00	
Total 4600 Office/Admin Expense	50,743.21	53,294.00	-2,550.79	95.21 %
4900 Board Expenses	325.00	2,750.00	-2,425.00	11.82 %
4910 Prof Dev/Meetings	-116.00	1,000.00	-1,116.00	-11.60 %
4920 Lobbying Expenses	7,266.70	6,950.00	316.70	104.56 %
4940 Tenant Improvements		0.00	0.00	
5000 Committee Expenses	48.13	800.00	-751.87	6.02 %
5100 Member-Related (non-travel)	17.13	3,200.00	-3,182.87	0.54 %
5210 Dues/Subscriptions				
5211 Publication Subscriptions	5,925.00	5,700.00	225.00	103.95 %
5212 Prof Memberships	1,870.00	2,195.00	-325.00	85.19 %
5213 Subscriptions	28,551.18	15,400.00	13,151.18	185.40 %
Total 5210 Dues/Subscriptions	36,346.18	23,295.00	13,051.18	156.03 %
5520 Professional Services				
5521 Legal	1,921.00	4,150.00	-2,229.00	46.29 %
5522 Accountant	11,996.25	11,150.00	846.25	107.59 %
5523 Computer/IT	7,025.09	7,500.00	-474.91	93.67 %
5525 Public Relations	50,554.15	52,000.00	-1,445.85	97.22 %
Total 5520 Professional Services	71,496.49	74,800.00	-3,303.51	95.58 %
5600 Travel Expenses				
5601 ACEC/NACEC Event Expenses	349.00	7,500.00	-7,151.00	4.65 %
5604 Legislative Travel Expense		2,000.00	-2,000.00	
5605 Staff/Membership Related Travel	12.70	2,750.00	-2,737.30	0.46 %
Total 5600 Travel Expenses	361.70	12,250.00	-11,888.30	2.95 %
5610 Auto Expenses				
5611 Vehicle Maintenance	202.90	300.00	-97.10	67.63 %
5612 Vehicle Lease	5,254.30	5,260.00	-5.70	99.89 %
5613 Vehicle Gas/Tolls/Parking	186.97	1,000.00	-813.03	18.70 %

American Council of Engineering Companies of Penns

Budget vs. Actuals: FY 2020-2021 - FY21 P&L

July 2020 - April 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 5610 Auto Expenses	5,644.17	6,560.00	-915.83	86.04 %
6010 Depreciation Expense	1,901.40	1,900.00	1.40	100.07 %
66900 Reconciliation Discrepancies	-2.05		-2.05	
9210 Minor A/R Write-Off	0.09		0.09	
Total Expenditures	\$455,989.98	\$563,932.50	\$ -107,942.52	80.86 %
NET OPERATING REVENUE	\$182,606.28	\$68,830.50	\$113,775.78	265.30 %
NET REVENUE	\$182,606.28	\$68,830.50	\$113,775.78	265.30 %

American Council of Engineering Companies of Penns

Budget vs. Actuals: FY 2020-2021 - FY21 P&L

July 2020 - June 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
3000 Dues Income				
3001 Base ACEC/PA Dues	52,500.00	54,000.00	-1,500.00	97.22 %
3002 ACEC/PA Dues	358,804.93	338,500.00	20,304.93	106.00 %
3003 Affiliate Dues	33,390.00	38,825.00	-5,435.00	86.00 %
Total 3000 Dues Income	444,694.93	431,325.00	13,369.93	103.10 %
3009 ACEC BIT Royalty	1,660.00	1,500.00	160.00	110.67 %
3015 Member Directory Income	3,300.00	1,000.00	2,300.00	330.00 %
3016 Newsletter Advertising Income	260.00		260.00	
3300 Meetings				
3301 Central Chapter Meeting	14,945.00	10,900.00	4,045.00	137.11 %
3302 Eastern Chapter Meeting	16,695.00	18,150.00	-1,455.00	91.98 %
3303 Western Chapter Meeting	18,935.00	20,150.00	-1,215.00	93.97 %
3304 Govt Affairs Breakfast	9,065.00	11,700.00	-2,635.00	77.48 %
3305 Annual Meeting				
3305.1 Annual Meeting Sponsorships	0.00	7,500.00	-7,500.00	0.00 %
3305.2 Annual Meeting Registrations	0.00	24,075.00	-24,075.00	0.00 %
Total 3305 Annual Meeting	0.00	31,575.00	-31,575.00	0.00 %
3306 Spring Conference				
3306.1 Spring Conference Sponsorships	34,393.00	13,050.00	21,343.00	263.55 %
3306.2 Spring Conference Registrations	26,679.00	29,000.00	-2,321.00	92.00 %
Total 3306 Spring Conference	61,072.00	42,050.00	19,022.00	145.24 %
3307 ACEC/PA Fall Conference				
3307.1 Fall Conference Sponsorships	22,910.00	11,550.00	11,360.00	198.35 %
3307.2 Fall Conference Registrations	14,103.00	28,238.00	-14,135.00	49.94 %
Total 3307 ACEC/PA Fall Conference	37,013.00	39,788.00	-2,775.00	93.03 %
3308 Diamond Awards				
3308.1 Diamond Awards Sponsorships	12,650.00	16,000.00	-3,350.00	79.06 %
3308.2 Diamond Awards Registrations		34,500.00	-34,500.00	
3308.3 Diamond Awards Project Submission Fee	13,200.00	13,500.00	-300.00	97.78 %
Total 3308 Diamond Awards	25,850.00	64,000.00	-38,150.00	40.39 %
3309 Scholarship Golf Outing		2,500.00	-2,500.00	
3403 Legislative Day	6,292.00	7,500.00	-1,208.00	83.89 %
Total 3300 Meetings	189,867.00	248,313.00	-58,446.00	76.46 %
3900 Investment Income				
3901 Interest	32.98		32.98	
3901.1 Interest from Money Market Account	10.81	600.00	-589.19	1.80 %
Total 3901 Interest	43.79	600.00	-556.21	7.30 %
Total 3900 Investment Income	43.79	600.00	-556.21	7.30 %
3951 Misc Income	7,058.72	900.00	6,158.72	784.30 %
Total Revenue	\$646,884.44	\$683,638.00	\$ -36,753.56	94.62 %

American Council of Engineering Companies of Penns

Budget vs. Actuals: FY 2020-2021 - FY21 P&L

July 2020 - June 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
GROSS PROFIT	\$646,884.44	\$683,638.00	\$ -36,753.56	94.62 %
Expenditures				
4000 Payroll Expenditures				
4001 Salaries	214,444.65	257,300.00	-42,855.35	83.34 %
4001.1 Salaries - Vacation	6,062.04		6,062.04	
Total 4001 Salaries	220,506.69	257,300.00	-36,793.31	85.70 %
4002 Payroll Taxes	14,051.23	19,250.00	-5,198.77	72.99 %
4002.1 Payroll Tax Credits	-24,394.43		-24,394.43	
Total 4002 Payroll Taxes	-10,343.20	19,250.00	-29,593.20	-53.73 %
4003 Employee Benefits	17,603.68	16,800.00	803.68	104.78 %
4004 Retirement	8,566.04	10,680.00	-2,113.96	80.21 %
4005 Payroll Fees	750.65	720.00	30.65	104.26 %
Total 4000 Payroll Expenditures	237,083.86	304,750.00	-67,666.14	77.80 %
4015 Member Directory Expenses	1,131.67	500.00	631.67	226.33 %
4300 Meetings Expense				
4302 Central Chapter Mtg Expense				
4302.2 Central Chapter Mtg Travel		12.00	-12.00	
4302.3 Central Chapter Mtg F&B		5,100.00	-5,100.00	
4302.4 Central Chapter Mtg AV/Rm Rental		1,990.00	-1,990.00	
Total 4302 Central Chapter Mtg Expense		7,102.00	-7,102.00	
4303 Eastern Chapter Mtg Expense				
4303.2 Eastern Chapter Mtg Travel		100.00	-100.00	
4303.3 Eastern Chapter Mtg F&B	0.00	9,800.00	-9,800.00	0.00 %
4303.4 Eastern Chapter Mtg AV/Rm Rental		1,000.00	-1,000.00	
Total 4303 Eastern Chapter Mtg Expense	0.00	10,900.00	-10,900.00	0.00 %
4304 Western Chapter Mtg Expense				
4304.2 Western Chapter Mtg Travel		320.00	-320.00	
4304.3 Western Chapter Mtg F&B		6,920.00	-6,920.00	
Total 4304 Western Chapter Mtg Expense		7,240.00	-7,240.00	
4305 Govt Affairs Bfast Expense				
4305.2 Govt Affairs Bfast Travel		10.50	-10.50	
4305.3 Govt Affairs Bfast F&B		3,800.00	-3,800.00	
4305.4 Govt Affairs Bfast AV/Rm Rental		1,990.00	-1,990.00	
Total 4305 Govt Affairs Bfast Expense		5,800.50	-5,800.50	
4306 Diamond Awards Expense				
4306.1 Awards Expense	2,189.16	2,000.00	189.16	109.46 %
4306.2 Diamond Awards Travel		280.00	-280.00	
4306.3 Diamond Awards F&B	0.00	32,295.00	-32,295.00	0.00 %
4306.4 Diamond Awards AV/Rm Rental	22,136.24	10,950.00	11,186.24	202.16 %
4306.5 Diamond Awards Supplies/Misc.	98.00	8,300.00	-8,202.00	1.18 %
Total 4306 Diamond Awards Expense	24,423.40	53,825.00	-29,401.60	45.38 %

American Council of Engineering Companies of Penns

Budget vs. Actuals: FY 2020-2021 - FY21 P&L

July 2020 - June 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4307 Annual Meeting Expense				
4307.2 Annual Meeting Travel		2,800.00	-2,800.00	
4307.3 Annual Meeting F&B		13,870.00	-13,870.00	
4307.4 Annual Meeting AV/Rm Rental		3,500.00	-3,500.00	
4307.5 Annual Meeting Supplies		625.00	-625.00	
4307.6 Annual Meeting Activities		9,585.00	-9,585.00	
Total 4307 Annual Meeting Expense		30,380.00	-30,380.00	
4308 Spring Conference Expense				
4308.2 Spring Conference Travel		50.00	-50.00	
4308.3 Spring Conference F&B		17,100.00	-17,100.00	
4308.4 Spring Conference AV/Rm Rental		5,850.00	-5,850.00	
4308.5 Spring Conference Supplies		555.00	-555.00	
4308.7 Spring Conference Speaker		2,000.00	-2,000.00	
Total 4308 Spring Conference Expense		25,555.00	-25,555.00	
4309 ACEC/PA Fall Conference Expense				
4309.2 Fall Conference Travel		20.00	-20.00	
4309.3 Fall Conference F&B	230.77	11,970.00	-11,739.23	1.93 %
4309.4 Fall Conference AV/Rm Rental	5,590.65	3,300.00	2,290.65	169.41 %
4309.5 Fall Conference Supplies	6,641.96	250.00	6,391.96	2,656.78 %
Total 4309 ACEC/PA Fall Conference Expense	12,463.38	15,540.00	-3,076.62	80.20 %
4310 Scholarship Golf Outing Expense				
4310.1 Scholarship Gift Given	7,500.00	2,500.00	5,000.00	300.00 %
4310.5 Golf Outing Supplies	13.13		13.13	
Total 4310 Scholarship Golf Outing Expense	7,513.13	2,500.00	5,013.13	300.53 %
4351 Legislative Day Expenses				
4351.1 Legislative Day Printing/Postage		3,210.00	-3,210.00	
4351.2 Legislative Day Travel		30.00	-30.00	
4351.3 Legislative Day F&B		4,050.00	-4,050.00	
4351.5 Legislative Day Supplies		200.00	-200.00	
Total 4351 Legislative Day Expenses		7,490.00	-7,490.00	
Total 4300 Meetings Expense	44,399.91	166,332.50	-121,932.59	26.69 %
4400 Insurance				
4401 Business Insurance	662.00	670.00	-8.00	98.81 %
4402 Workers Comp Insurance	1,182.14	1,500.00	-317.86	78.81 %
4403 Auto Insurance	2,261.86	2,580.00	-318.14	87.67 %
4404 Directors & Officers Liability	1,528.00	1,536.00	-8.00	99.48 %
4405 ERISA Retirement Insurance	67.44	270.00	-202.56	24.98 %
Total 4400 Insurance	5,701.44	6,556.00	-854.56	86.97 %
4500 Office Supplies and Expenses				
4501 Supplies	502.36	4,800.00	-4,297.64	10.47 %
4502 Copier Supplies/Equipment	884.93	900.00	-15.07	98.33 %

American Council of Engineering Companies of Penns

Budget vs. Actuals: FY 2020-2021 - FY21 P&L

July 2020 - June 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4502.1 Interest Paid - Copier Lease	142.96	192.00	-49.04	74.46 %
Total 4502 Copier Supplies/Equipment	1,027.89	1,092.00	-64.11	94.13 %
4503 Office Expense/Gifts	389.07	600.00	-210.93	64.85 %
Total 4500 Office Supplies and Expenses	1,919.32	6,492.00	-4,572.68	29.56 %
4600 Office/Admin Expense				
4601 Bank Monthly Charges	439.45	480.00	-40.55	91.55 %
4602 CC Transaction Fees	5,473.91	9,000.00	-3,526.09	60.82 %
4603 Internet Services	2,342.47	2,040.00	302.47	114.83 %
4604 Printing		500.00	-500.00	
4605 Postage	121.60	250.00	-128.40	48.64 %
4606 Rent	38,940.44	43,100.00	-4,159.56	90.35 %
4607 Advertising		125.00	-125.00	
4608 Telephone	6,737.57	8,580.00	-1,842.43	78.53 %
4609 Other Misc Svc Costs	352.56		352.56	
4610 Investment Acct Bank Fees	150.00		150.00	
Total 4600 Office/Admin Expense	54,558.00	64,075.00	-9,517.00	85.15 %
4900 Board Expenses	325.00	4,500.00	-4,175.00	7.22 %
4910 Prof Dev/Meetings	-116.00	1,200.00	-1,316.00	-9.67 %
4920 Lobbying Expenses	7,933.37	8,340.00	-406.63	95.12 %
4940 Tenant Improvements		1,000.00	-1,000.00	
5000 Committee Expenses	48.13	1,025.00	-976.87	4.70 %
5100 Member-Related (non-travel)	17.13	3,500.00	-3,482.87	0.49 %
5210 Dues/Subscriptions				
5211 Publication Subscriptions	5,925.00	5,700.00	225.00	103.95 %
5212 Prof Memberships	1,870.00	2,195.00	-325.00	85.19 %
5213 Subscriptions	28,551.18	15,825.00	12,726.18	180.42 %
Total 5210 Dues/Subscriptions	36,346.18	23,720.00	12,626.18	153.23 %
5520 Professional Services				
5521 Legal	1,921.00	5,000.00	-3,079.00	38.42 %
5522 Accountant	12,090.00	12,000.00	90.00	100.75 %
5523 Computer/IT	7,132.89	9,000.00	-1,867.11	79.25 %
5525 Public Relations	55,554.15	62,400.00	-6,845.85	89.03 %
Total 5520 Professional Services	76,698.04	88,400.00	-11,701.96	86.76 %
5600 Travel Expenses				
5601 ACEC/NACEC Event Expenses	349.00	7,500.00	-7,151.00	4.65 %
5604 Legislative Travel Expense		2,400.00	-2,400.00	
5605 Staff/Membership Related Travel	12.70	3,250.00	-3,237.30	0.39 %
Total 5600 Travel Expenses	361.70	13,150.00	-12,788.30	2.75 %
5610 Auto Expenses				
5611 Vehicle Maintenance	202.90	360.00	-157.10	56.36 %
5612 Vehicle Lease	5,254.30	6,312.00	-1,057.70	83.24 %
5613 Vehicle Gas/Tolls/Parking	186.97	1,200.00	-1,013.03	15.58 %

American Council of Engineering Companies of Penns

Budget vs. Actuals: FY 2020-2021 - FY21 P&L

July 2020 - June 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 5610 Auto Expenses	5,644.17	7,872.00	-2,227.83	71.70 %
6010 Depreciation Expense	1,901.40	2,280.00	-378.60	83.39 %
66900 Reconciliation Discrepancies	-2.05		-2.05	
9210 Minor A/R Write-Off	0.09		0.09	
Total Expenditures	\$473,951.36	\$703,692.50	\$ -229,741.14	67.35 %
NET OPERATING REVENUE	\$172,933.08	\$ -20,054.50	\$192,987.58	-862.32 %
NET REVENUE	\$172,933.08	\$ -20,054.50	\$192,987.58	-862.32 %

American Council of Engineering Companies of Penns

Statement of Financial Position

As of April 30, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
4135 Scholarship Account	19,456.86
5407 Wells Fargo Checking	313,668.16
9758 Wells Fargo Money Market	129,798.77
Total Bank Accounts	\$462,923.79
Accounts Receivable	
1200 *Accounts Receivable	23,311.74
1201 Allowance for Bad Debts	0.00
Total Accounts Receivable	\$23,311.74
Other Current Assets	
1010C1 Unrealized G (L) ML Reserved	796.06
1010D1 Unrealized G (L)Wells Fargo-Inv Reserved	-6,194.42
1010R Investment Acct - cash reclass	0.00
1010SN Investment acct - cash portion	0.00
1210 Prepaid Expenses	112.86
1210.1 Prepaid Meetings and Events	3,921.25
1210.2 Prepaid Insurance	112.56
Total 1210 Prepaid Expenses	4,146.67
1499 Undeposited Funds	189.00
Total Other Current Assets	\$ -1,062.69
Total Current Assets	\$485,172.84
Fixed Assets	
1062 Office Equipment	0.00
1062A Original Cost	32,102.06
1062B Accumulated Depreciation	-18,303.87
Total 1062 Office Equipment	13,798.19
1063 Lease Improvements	3,410.00
Total Fixed Assets	\$17,208.19
TOTAL ASSETS	\$502,381.03

American Council of Engineering Companies of Penns

Statement of Financial Position

As of April 30, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2200 *Accounts Payable	28,096.30
Total Accounts Payable	\$28,096.30
Other Current Liabilities	
2206 Prepaid Dues	0.00
2206.1 Prepaid Firm Dues	0.00
2206.2 Prepaid Index Dues	0.00
2206.3 Prepaid ACEC Dues	0.00
2206.4 Prepaid Affiliate Dues	0.00
Total 2206 Prepaid Dues	0.00
2209 PAC Clearing Account	0.00
2211 Deferred Income	12,855.50
2502 Capital Lease Obligation	2,901.83
25600 Dues Owed to National	0.00
25610 Dues Owed to National - Current	0.00
25615 Prepaid ACEC Dues-Anniversary Billing	6,995.86
25620 Dues Owed to National - Past Due	19,896.21
Total 25600 Dues Owed to National	26,892.07
25700 Accrued Payroll and Taxes	0.00
25800 ACCRUED VACATION	3,967.02
3315 Scholarship Donations	1,000.00
PA Department of Revenue Payable	0.00
Total Other Current Liabilities	\$47,616.42
Total Current Liabilities	\$75,712.72
Total Liabilities	\$75,712.72
Equity	
2900 Opening Bal Equity	0.00
2960 Retained Earnings	244,062.21
3100 Scholarship (Golf Outing) Restricted Net Assets	-0.18
Net Revenue	182,606.28
Total Equity	\$426,668.31
TOTAL LIABILITIES AND EQUITY	\$502,381.03

**American Council of Engineering Companies of Pennsylvania
2020-2021 Meeting Profitability Snapshot**

Central Chapter	
To Date Revenue	\$ 14,945.00
To Date Expense	\$ -
<i>Actual Net</i>	<i>\$ 14,945.00</i>

Fall Conference	
To Date Revenue	\$ 37,013.00
To Date Expense	\$ 12,463.38
<i>Actual Net</i>	<i>\$ 24,549.62</i>

Eastern Chapter	
To Date Revenue	\$ 16,695.00
To Date Expense	\$ -
<i>Actual Net</i>	<i>\$ 16,695.00</i>

Diamond Awards	
To Date Revenue	\$ 25,850.00
To Date Expense	\$ 24,423.40
<i>Actual Net</i>	<i>\$ 1,426.60</i>

Western Chapter	
To Date Revenue	\$ 18,935.00
To Date Expense	\$ -
<i>Actual Net</i>	<i>\$ 18,935.00</i>

Legislative Day	
To Date Revenue	\$ 6,292.00
To Date Expense	\$ -
<i>To Date Net</i>	<i>\$ 6,292.00</i>

Government Affairs Breakfast	
To Date Revenue	\$ 9,065.00
To Date Expense	\$ -
<i>Actual Net</i>	<i>\$ 9,065.00</i>

Spring Conference	
To Date Revenue	\$ 60,505.00
To Date Expense	\$ -
<i>To Date Net</i>	<i>\$ 60,505.00</i>

Annual Leadership Meeting	
To Date Revenue	\$ -
To Date Expense	\$ -
<i>To Date Net</i>	<i>\$ -</i>

Net Total: \$ 152,413.22

4/30/2021 ac

American Council of Engineering Companies of Penns

Statement of Activity Comparison

July 2020 - April 2021

	TOTAL			
	JUL 2020 - APR 2021	JUL 2019 - APR 2020 (PY)	CHANGE	% CHANGE
Revenue				
3000 Dues Income				
3001 Base ACEC/PA Dues	52,500.00	56,000.00	-3,500.00	-6.25 %
3002 ACEC/PA Dues	358,804.93	370,023.79	-11,218.86	-3.03 %
3003 Affiliate Dues	33,390.00	34,026.00	-636.00	-1.87 %
Total 3000 Dues Income	444,694.93	460,049.79	-15,354.86	-3.34 %
3009 ACEC BIT Royalty	1,660.00	1,560.00	100.00	6.41 %
3015 Member Directory Income	3,300.00	5,200.00	-1,900.00	-36.54 %
3016 Newsletter Advertising Income	260.00		260.00	
3300 Meetings				
3301 Central Chapter Meeting	14,945.00	15,780.00	-835.00	-5.29 %
3302 Eastern Chapter Meeting	16,695.00	27,990.00	-11,295.00	-40.35 %
3303 Western Chapter Meeting	18,935.00	34,150.08	-15,215.08	-44.55 %
3304 Govt Affairs Breakfast	9,065.00	20,795.95	-11,730.95	-56.41 %
3305 Annual Meeting				
3305.1 Annual Meeting Sponsorships	0.00	826.50	-826.50	-100.00 %
3305.2 Annual Meeting Registrations	0.00	2,085.00	-2,085.00	-100.00 %
Total 3305 Annual Meeting	0.00	2,911.50	-2,911.50	-100.00 %
3306 Spring Conference				
3306.1 Spring Conference Sponsorships	34,393.00	0.00	34,393.00	
3306.2 Spring Conference Registrations	24,789.00	0.00	24,789.00	
Total 3306 Spring Conference	59,182.00	0.00	59,182.00	
3307 ACEC/PA Fall Conference				
3307.1 Fall Conference Sponsorships	22,910.00	15,417.00	7,493.00	48.60 %
3307.2 Fall Conference Registrations	14,103.00	37,652.95	-23,549.95	-62.54 %
Total 3307 ACEC/PA Fall Conference	37,013.00	53,069.95	-16,056.95	-30.26 %
3308 Diamond Awards				
3308.1 Diamond Awards Sponsorships	12,650.00	16,320.00	-3,670.00	-22.49 %
3308.2 Diamond Awards Registrations		37,450.00	-37,450.00	-100.00 %
3308.3 Diamond Awards Project Submission Fee	13,200.00	14,700.00	-1,500.00	-10.20 %
Total 3308 Diamond Awards	25,850.00	68,470.00	-42,620.00	-62.25 %
3309 Scholarship Golf Outing				
3309.1 Golf Outing Sponsorships		12,520.00	-12,520.00	-100.00 %
3309.2 Golf Outing Registrations		13,490.00	-13,490.00	-100.00 %
3309.3 Golf Outing Mulligans/Raffle		4,392.00	-4,392.00	-100.00 %
Total 3309 Scholarship Golf Outing		30,402.00	-30,402.00	-100.00 %
3403 Legislative Day	6,292.00	0.00	6,292.00	
Total 3300 Meetings	187,977.00	253,569.48	-65,592.48	-25.87 %

American Council of Engineering Companies of Penns

Statement of Activity Comparison

July 2020 - April 2021

	TOTAL			
	JUL 2020 - APR 2021	JUL 2019 - APR 2020 (PY)	CHANGE	% CHANGE
3400 Special Events				
3405 Tri-State Conference		14,000.00	-14,000.00	-100.00 %
Total 3400 Special Events		14,000.00	-14,000.00	-100.00 %
3900 Investment Income				
3901 Interest	32.98	143.43	-110.45	-77.01 %
3901.1 Interest from Money Market Account	10.81	16.49	-5.68	-34.45 %
Total 3901 Interest	43.79	159.92	-116.13	-72.62 %
3902 Dividends		2,680.73	-2,680.73	-100.00 %
Total 3900 Investment Income	43.79	2,840.65	-2,796.86	-98.46 %
3951 Misc Income	660.54	807.02	-146.48	-18.15 %
Total Revenue	\$638,596.26	\$738,026.94	\$ -99,430.68	-13.47 %
GROSS PROFIT	\$638,596.26	\$738,026.94	\$ -99,430.68	-13.47 %
Expenditures				
4000 Payroll Expenditures				
4001 Salaries	204,318.52	196,785.27	7,533.25	3.83 %
4001.1 Salaries - Vacation	5,894.33	21,019.10	-15,124.77	-71.96 %
Total 4001 Salaries	210,212.85	217,804.37	-7,591.52	-3.49 %
4002 Payroll Taxes	13,276.58	16,142.60	-2,866.02	-17.75 %
4002.1 Payroll Tax Credits	-21,228.14		-21,228.14	
Total 4002 Payroll Taxes	-7,951.56	16,142.60	-24,094.16	-149.26 %
4003 Employee Benefits	17,603.68	12,591.77	5,011.91	39.80 %
4004 Retirement	8,189.87	6,422.55	1,767.32	27.52 %
4005 Payroll Fees	750.65	607.75	142.90	23.51 %
Total 4000 Payroll Expenditures	228,805.49	253,569.04	-24,763.55	-9.77 %
4015 Member Directory Expenses	1,131.67		1,131.67	
4300 Meetings Expense				
4302 Central Chapter Mtg Expense				
4302.2 Central Chapter Mtg Travel		17.90	-17.90	-100.00 %
4302.3 Central Chapter Mtg F&B		4,815.72	-4,815.72	-100.00 %
Total 4302 Central Chapter Mtg Expense		4,833.62	-4,833.62	-100.00 %
4303 Eastern Chapter Mtg Expense				
4303.2 Eastern Chapter Mtg Travel		109.90	-109.90	-100.00 %
4303.3 Eastern Chapter Mtg F&B	0.00	10,695.48	-10,695.48	-100.00 %
4303.4 Eastern Chapter Mtg AV/Rm Rental		1,399.20	-1,399.20	-100.00 %
Total 4303 Eastern Chapter Mtg Expense	0.00	12,204.58	-12,204.58	-100.00 %
4304 Western Chapter Mtg Expense				
4304.2 Western Chapter Mtg Travel		449.87	-449.87	-100.00 %
4304.3 Western Chapter Mtg F&B		16,434.36	-16,434.36	-100.00 %
Total 4304 Western Chapter Mtg Expense		16,884.23	-16,884.23	-100.00 %

American Council of Engineering Companies of Penns

Statement of Activity Comparison

July 2020 - April 2021

	TOTAL			
	JUL 2020 - APR 2021	JUL 2019 - APR 2020 (PY)	CHANGE	% CHANGE
4305 Govt Affairs Bfast Expense				
4305.2 Govt Affairs Bfast Travel		16.53	-16.53	-100.00 %
4305.3 Govt Affairs Bfast F&B		5,792.22	-5,792.22	-100.00 %
Total 4305 Govt Affairs Bfast Expense		5,808.75	-5,808.75	-100.00 %
4306 Diamond Awards Expense				
4306.1 Awards Expense	2,189.16	1,927.85	261.31	13.55 %
4306.2 Diamond Awards Travel		240.43	-240.43	-100.00 %
4306.3 Diamond Awards F&B	0.00	31,113.74	-31,113.74	-100.00 %
4306.4 Diamond Awards AV/Rm Rental	22,136.24	10,931.65	11,204.59	102.50 %
4306.5 Diamond Awards Supplies/Misc.	98.00	6,030.03	-5,932.03	-98.37 %
Total 4306 Diamond Awards Expense	24,423.40	50,243.70	-25,820.30	-51.39 %
4307 Annual Meeting Expense				
4307.2 Annual Meeting Travel		667.38	-667.38	-100.00 %
4307.3 Annual Meeting F&B		6,000.00	-6,000.00	-100.00 %
Total 4307 Annual Meeting Expense		6,667.38	-6,667.38	-100.00 %
4309 ACEC/PA Fall Conference Expense				
4309.2 Fall Conference Travel		31.39	-31.39	-100.00 %
4309.3 Fall Conference F&B	230.77	13,643.24	-13,412.47	-98.31 %
4309.4 Fall Conference AV/Rm Rental	5,590.65	3,460.90	2,129.75	61.54 %
4309.5 Fall Conference Supplies	6,641.96	165.92	6,476.04	3,903.11 %
Total 4309 ACEC/PA Fall Conference Expense	12,463.38	17,301.45	-4,838.07	-27.96 %
4310 Scholarship Golf Outing Expense				
4310.1 Scholarship Gift Given	7,500.00	12,000.00	-4,500.00	-37.50 %
4310.2 Golf Outing Travel		82.01	-82.01	-100.00 %
4310.3 Golf Outing F&B		4,675.30	-4,675.30	-100.00 %
4310.4 Golf Outing Green/Cart Fees		4,480.00	-4,480.00	-100.00 %
4310.5 Golf Outing Supplies	13.13	2,471.93	-2,458.80	-99.47 %
4310.6 Other Golf Outing Expenses		1,826.00	-1,826.00	-100.00 %
4310.8 Golf Outing Staff Time		3,925.73	-3,925.73	-100.00 %
Total 4310 Scholarship Golf Outing Expense	7,513.13	29,460.97	-21,947.84	-74.50 %
4351 Legislative Day Expenses				
4351.1 Legislative Day Printing/Postage		38.20	-38.20	-100.00 %
Total 4351 Legislative Day Expenses		38.20	-38.20	-100.00 %
Total 4300 Meetings Expense	44,399.91	143,442.88	-99,042.97	-69.05 %
4350 Special Events Expenses				
4353 Tri-State Conference Expense		262.45	-262.45	-100.00 %
Total 4350 Special Events Expenses		262.45	-262.45	-100.00 %
4400 Insurance				
4401 Business Insurance	662.00	630.00	32.00	5.08 %
4402 Workers Comp Insurance	1,182.14	1,487.50	-305.36	-20.53 %

American Council of Engineering Companies of Penns

Statement of Activity Comparison

July 2020 - April 2021

	TOTAL			
	JUL 2020 - APR 2021	JUL 2019 - APR 2020 (PY)	CHANGE	% CHANGE
4403 Auto Insurance	2,261.86	2,539.50	-277.64	-10.93 %
4404 Directors & Officers Liability	1,528.00	1,528.00	0.00	0.00 %
4405 ERISA Retirement Insurance	67.44	90.00	-22.56	-25.07 %
Total 4400 Insurance	5,701.44	6,275.00	-573.56	-9.14 %
4500 Office Supplies and Expenses				
4501 Supplies	502.36	3,277.94	-2,775.58	-84.67 %
4502 Copier Supplies/Equipment	884.93	10,804.05	-9,919.12	-91.81 %
4502.1 Interest Paid - Copier Lease	142.96	189.55	-46.59	-24.58 %
Total 4502 Copier Supplies/Equipment	1,027.89	10,993.60	-9,965.71	-90.65 %
4503 Office Expense/Gifts	389.07	940.12	-551.05	-58.61 %
Total 4500 Office Supplies and Expenses	1,919.32	15,211.66	-13,292.34	-87.38 %
4600 Office/Admin Expense				
4601 Bank Monthly Charges	399.50	399.50	0.00	0.00 %
4602 CC Transaction Fees	5,473.91	8,819.02	-3,345.11	-37.93 %
4603 Internet Services	2,342.47	1,872.38	470.09	25.11 %
4605 Postage	121.60	146.30	-24.70	-16.88 %
4606 Rent	35,400.40	34,774.90	625.50	1.80 %
4607 Advertising		185.00	-185.00	-100.00 %
4608 Telephone	6,502.77	6,287.59	215.18	3.42 %
4609 Other Misc Svc Costs	352.56	1,675.68	-1,323.12	-78.96 %
4610 Investment Acct Bank Fees	150.00	275.00	-125.00	-45.45 %
Total 4600 Office/Admin Expense	50,743.21	54,435.37	-3,692.16	-6.78 %
4900 Board Expenses	325.00	2,535.29	-2,210.29	-87.18 %
4910 Prof Dev/Meetings	-116.00	1,175.77	-1,291.77	-109.87 %
4920 Lobbying Expenses	7,266.70	3,339.96	3,926.74	117.57 %
4940 Tenant Improvements		3,510.00	-3,510.00	-100.00 %
5000 Committee Expenses	48.13	893.28	-845.15	-94.61 %
5100 Member-Related (non-travel)	17.13	3,136.13	-3,119.00	-99.45 %
5210 Dues/Subscriptions				
5211 Publication Subscriptions	5,925.00	5,550.00	375.00	6.76 %
5212 Prof Memberships	1,870.00	2,145.00	-275.00	-12.82 %
5213 Subscriptions	28,551.18	9,194.15	19,357.03	210.54 %
Total 5210 Dues/Subscriptions	36,346.18	16,889.15	19,457.03	115.20 %
5520 Professional Services				
5521 Legal	1,921.00	3,849.50	-1,928.50	-50.10 %
5522 Accountant	11,996.25	8,534.05	3,462.20	40.57 %
5523 Computer/IT	7,025.09	7,216.96	-191.87	-2.66 %
5524 Internet Survey		1,876.00	-1,876.00	-100.00 %
5525 Public Relations	50,554.15	50,257.50	296.65	0.59 %
Total 5520 Professional Services	71,496.49	71,734.01	-237.52	-0.33 %

American Council of Engineering Companies of Penns

Statement of Activity Comparison

July 2020 - April 2021

	TOTAL			
	JUL 2020 - APR 2021	JUL 2019 - APR 2020 (PY)	CHANGE	% CHANGE
5600 Travel Expenses				
5601 ACEC/NACEC Event Expenses	349.00	6,519.52	-6,170.52	-94.65 %
5604 Legislative Travel Expense		2,907.76	-2,907.76	-100.00 %
5605 Staff/Membership Related Travel	12.70	1,581.11	-1,568.41	-99.20 %
Total 5600 Travel Expenses	361.70	11,008.39	-10,646.69	-96.71 %
5610 Auto Expenses				
5611 Vehicle Maintenance	202.90	218.55	-15.65	-7.16 %
5612 Vehicle Lease	5,254.30	5,254.30	0.00	0.00 %
5613 Vehicle Gas/Tolls/Parking	186.97	1,130.10	-943.13	-83.46 %
Total 5610 Auto Expenses	5,644.17	6,602.95	-958.78	-14.52 %
6010 Depreciation Expense	1,901.40	325.11	1,576.29	484.85 %
66900 Reconciliation Discrepancies	-2.05		-2.05	
9210 Minor A/R Write-Off	0.09		0.09	
Total Expenditures	\$455,989.98	\$594,346.44	\$ -138,356.46	-23.28 %
NET OPERATING REVENUE	\$182,606.28	\$143,680.50	\$38,925.78	27.09 %
Other Expenditures				
Reconciliation Discrepancies-1		0.00	0.00	
Total Other Expenditures	\$0.00	\$0.00	\$0.00	0.00%
NET OTHER REVENUE	\$0.00	\$0.00	\$0.00	0.00%
NET REVENUE	\$182,606.28	\$143,680.50	\$38,925.78	27.09 %

American Council of Engineering Companies of Penns

Statement of Financial Position Comparison

As of April 30, 2021

	TOTAL			
	AS OF APR 30, 2021	AS OF APR 30, 2020 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
4135 Scholarship Account	19,456.86	26,967.85	-7,510.99	-27.85 %
5407 Wells Fargo Checking	313,668.16	221,011.98	92,656.18	41.92 %
9758 Wells Fargo Money Market	129,798.77	129,935.93	-137.16	-0.11 %
Total Bank Accounts	\$462,923.79	\$377,915.76	\$85,008.03	22.49 %
Accounts Receivable				
1200 *Accounts Receivable	23,311.74	2,098.13	21,213.61	1,011.07 %
1201 Allowance for Bad Debts	0.00	0.00	0.00	
Total Accounts Receivable	\$23,311.74	\$2,098.13	\$21,213.61	1,011.07 %
Other Current Assets				
1010C1 Unrealized G (L) ML Reserved	796.06	796.06	0.00	0.00 %
1010D1 Unrealized G (L)Wells Fargo-Inv Reserved	-6,194.42	-6,194.42	0.00	0.00 %
1010R Investment Acct - cash reclass	0.00	0.00	0.00	
1010SN Investment acct - cash portion	0.00	0.00	0.00	
1210 Prepaid Expenses	112.86	0.00	112.86	
1210.1 Prepaid Meetings and Events	3,921.25	4,821.25	-900.00	-18.67 %
1210.2 Prepaid Insurance	112.56	180.00	-67.44	-37.47 %
Total 1210 Prepaid Expenses	4,146.67	5,001.25	-854.58	-17.09 %
1499 Undeposited Funds	189.00	0.00	189.00	
Total Other Current Assets	\$ -1,062.69	\$ -397.11	\$ -665.58	-167.61 %
Total Current Assets	\$485,172.84	\$379,616.78	\$105,556.06	27.81 %
Fixed Assets				
1062 Office Equipment	0.00	0.00	0.00	
1062A Original Cost	32,102.06	21,991.06	10,111.00	45.98 %
1062B Accumulated Depreciation	-18,303.87	-13,358.90	-4,944.97	-37.02 %
Total 1062 Office Equipment	13,798.19	8,632.16	5,166.03	59.85 %
1063 Lease Improvements	3,410.00		3,410.00	
Total Fixed Assets	\$17,208.19	\$8,632.16	\$8,576.03	99.35 %
TOTAL ASSETS	\$502,381.03	\$388,248.94	\$114,132.09	29.40 %

American Council of Engineering Companies of Penns

Statement of Financial Position Comparison

As of April 30, 2021

	TOTAL			
	AS OF APR 30, 2021	AS OF APR 30, 2020 (PY)	CHANGE	% CHANGE
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2200 *Accounts Payable	28,096.30	630.87	27,465.43	4,353.58 %
Total Accounts Payable	\$28,096.30	\$630.87	\$27,465.43	4,353.58 %
Other Current Liabilities				
2206 Prepaid Dues	0.00	0.00	0.00	
2206.1 Prepaid Firm Dues	0.00	0.00	0.00	
2206.2 Prepaid Index Dues	0.00	0.00	0.00	
2206.3 Prepaid ACEC Dues	0.00	0.00	0.00	
2206.4 Prepaid Affiliate Dues	0.00	0.00	0.00	
Total 2206 Prepaid Dues	0.00	0.00	0.00	
2209 PAC Clearing Account	0.00	0.00	0.00	
2211 Deferred Income	12,855.50	15,396.50	-2,541.00	-16.50 %
2502 Capital Lease Obligation	2,901.83	4,045.55	-1,143.72	-28.27 %
25600 Dues Owed to National	0.00	0.00	0.00	
25610 Dues Owed to National - Current	0.00	1,228.92	-1,228.92	-100.00 %
25615 Prepaid ACEC Dues-Anniversary Billing	6,995.86		6,995.86	
25620 Dues Owed to National - Past Due	19,896.21	26,049.04	-6,152.83	-23.62 %
Total 25600 Dues Owed to National	26,892.07	27,277.96	-385.89	-1.41 %
25700 Accrued Payroll and Taxes	0.00	0.00	0.00	
25800 ACCRUED VACATION	3,967.02	26,113.82	-22,146.80	-84.81 %
3315 Scholarship Donations	1,000.00	1,000.00	0.00	0.00 %
PA Department of Revenue Payable	0.00	0.00	0.00	
Total Other Current Liabilities	\$47,616.42	\$73,833.83	\$ -26,217.41	-35.51 %
Total Current Liabilities	\$75,712.72	\$74,464.70	\$1,248.02	1.68 %
Total Liabilities	\$75,712.72	\$74,464.70	\$1,248.02	1.68 %
Equity				
2900 Opening Bal Equity	0.00	0.00	0.00	
2960 Retained Earnings	244,062.21	144,582.92	99,479.29	68.80 %
3100 Scholarship (Golf Outing) Restricted Net Assets	-0.18	25,520.82	-25,521.00	-100.00 %
Net Revenue	182,606.28	143,680.50	38,925.78	27.09 %
Total Equity	\$426,668.31	\$313,784.24	\$112,884.07	35.98 %
TOTAL LIABILITIES AND EQUITY	\$502,381.03	\$388,248.94	\$114,132.09	29.40 %

PA Consulting Engineers PAC

Statement of Activity

January - April, 2021

	TOTAL
Revenue	
Total Revenue	
GROSS PROFIT	\$0.00
Expenditures	
6000 General & Administrative	
6003 Legal & Professional Services	153.40
Total 6000 General & Administrative	153.40
Total Expenditures	\$153.40
NET OPERATING REVENUE	\$ -153.40
NET REVENUE	\$ -153.40

PA Consulting Engineers PAC

Statement of Financial Position

As of April 30, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1001 Wells Fargo Checking	6,172.70
Total Bank Accounts	\$6,172.70
Other Current Assets	
1200 Bank Clearing Account	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$6,172.70
TOTAL ASSETS	\$6,172.70
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00
Total Accounts Payable	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
3000 Retained Earnings	6,326.10
Net Revenue	-153.40
Total Equity	\$6,172.70
TOTAL LIABILITIES AND EQUITY	\$6,172.70

Consulting Engineers of Pennsylvania PAC

Statement of Activity

January - April, 2021

	TOTAL
Revenue	
4001 Contributions	4,900.00
Total Revenue	\$4,900.00
GROSS PROFIT	\$4,900.00
Expenditures	
6002 CC Fees	84.75
6003 Legal & Professional Services	252.76
Total Expenditures	\$337.51
NET OPERATING REVENUE	\$4,562.49
NET REVENUE	\$4,562.49

Consulting Engineers of Pennsylvania PAC

Statement of Financial Position

As of April 30, 2021

		TOTAL
ASSETS		
Current Assets		
Bank Accounts		
1001 Wells Fargo Checking		30,127.99
Total Bank Accounts		\$30,127.99
Total Current Assets		\$30,127.99
TOTAL ASSETS		\$30,127.99
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable (A/P)		0.00
Total Accounts Payable		\$0.00
Total Current Liabilities		\$0.00
Total Liabilities		\$0.00
Equity		
Retained Earnings		25,565.50
Net Revenue		4,562.49
Total Equity		\$30,127.99
TOTAL LIABILITIES AND EQUITY		\$30,127.99

Additional Budget Items

4401 Business Owners Package \$662 (same)

4401 Cyber Insurance add on - \$930.47 (additional)

4402 Workers Compensation - Has not been issued yet, but there probably will be an increase. Budget for \$1,500 (estimated to go up from broker)

4003 Medical – up 7%

4003 Dental/Life – no pricing as of yet

4404 Directors and Officers \$1,549 (up \$20)

5213 Community subscription - \$9000 annual fee

5522 RKL

Preparing for the financial statements - \$2,425

Audit:

Required procedures on beginning balances – \$1,875

Year-end procedures – \$750

Financial statement changes – \$15,375

Total audit fee - \$18,000



AMERICAN COUNCIL OF ENGINEERING COMPANIES
of Pennsylvania

STRATEGIC MARKETING/COMMUNICATIONS SUMMARY

*Prepared by: La Torre Communications
May 2021*

The following pages outline La Torre Communications' communications strategies for the 2021-2022 calendar year, complete with social media, newsletter and website content, promotional strategies for meetings and events, and additional details on project assistance.

SOCIAL MEDIA

La Torre Communications writes, edits and publishes cross-platform social media content aimed at building connections between ACEC/PA and its members, affiliates and partners.

- Post on ACEC/PA social media channels per a monthly calendar
- Retweet relevant content
- Utilize tags and hashtags to bolster media presence

NEWSLETTER

La Torre Communications develops each edition of the newsletter and is available to write and/or edit the president's and executive director's messages. La Torre edits, adds links, writes and creates copy for topics in conjunction with the executive director.

- Write forward
- Edit content for newsletter
- Design and format semi-monthly newsletter
- Post newsletter to website
- Track and troubleshoot newsletter engagement
- Add/delete members as directed by staff

CEPA & ACEC PAC NEWSLETTER

La Torre Communications works ACEC/PA on the quarterly political action campaign newsletter to keep members informed about legislative issues of interest to the consulting engineering industry, political candidates supported by the CEPA PAC and ACEC PAC, and other information that can help make the association's members more effective advocates for the industry.

- Design and format quarterly newsletter
- Edit content for newsletter
- Post newsletter to website
- Track and troubleshoot newsletter engagement
- Add/delete members as directed by staff

MEMBER MEETINGS

La Torre Communications utilizes a mailing list to continually market ACEC/PA's virtual meetings, member meetings, chapter meetings, government affairs meetings, conferences and more.

- Promote virtual meetings, member meetings, chapter meetings and government affairs meetings through email marketing
- Utilize tags to promote meetings on social media
- Attend member meetings, when applicable

CONFERENCES AND EVENTS

La Torre Communications provides support during ACEC/PA's conferences and special events occurring throughout the year. During these events, we draft and distribute press releases and announcements; run email marketing campaigns; help secure speakers; design and prepare all event programs, presentations, signage and collateral; provide live social media updates; coordinate advertising; engage with members; and more. Assist in planning and executing:

- Golf Outing
- Annual Leadership Meeting
- Legislative Day
- Diamond Awards
- Scholarship Awards
- Fall and Spring Conferences
- Create and design all conference save the dates, programs, signage, social media and website content

WEBSITE

La Torre Communications maintains and updates the design and content components of ACEC/PA's official website.

- Maintain and update design and content components of the website
- Create graphics and images for website
- Post news clips to website daily
- Troubleshoot website complications, as needed

PROJECTS

La Torre Communications is onboard to assist with all ACEC/PA special projects, including membership forms, surveys, sponsorship catalogs, member directory, yearlong calendar pieces and CEPA PAC activities, including the thermometer.

- Design branded content
- Improve membership experience
- CEPA PAC branding
- CEPA PAC thermometer
- Sponsorship catalog
- Membership directory
- One-page membership piece
- Generate surveys for improved email marketing
- Build yearlong calendar and save-the-date material

MEMBER ROI ENGAGEMENT

La Torre Communications is working with ACEC/PA on its renewed attention to deepen and expand member engagement through new and innovative ways to enhance each member's experience. Design and develop:

- Annual report
- Power of ACEC/PA Membership video
- Monthly "Around the Table" podcast (in development)

ACEC/PA Investment Policy

Introduction

This statement of investment policy has been adopted by the Board of Directors of the American Council of Engineering Companies of Pennsylvania (ACEC/PA) to provide guidelines for the investment of funds held by the organization.

For the purpose of managing investment risk and to optimize investment returns within acceptable risk parameters, the funds held by the organization are divided into three separate pools. The process for determining the dollar amount in each pool is set forth below in the **Procedures** section of this document. The three pools are the Operating Fund (OF), the Short-term Reserve Fund (SRF), and the Long-term Reserve Fund (LRF).

The purpose of maintaining reserve funds (SRF & LRF) is to allow the organization to sustain financial operations for a reasonable period of time in the event of a significant unbudgeted increase in operating expense or a significant loss in operating revenue.

ACEC/PA will enlist the services of an independent investment consultant/fund manager to provide investment guidance and management of the reserve funds.

Finance Committee

The ACEC/PA Finance Committee is authorized to engage the services of investment professionals as deemed necessary and is responsible for:

- Reviewing and recommending investment policies that the Board must approve.
- Developing investment objectives, asset allocation strategies and performance guidelines.
- Selecting Investment Consultants, Advisors, Money Managers and Custodians.
- Reviewing and evaluating investment results and recommending changes for Board approval, as needed.
- Providing periodic performance reports to the Board.

Operating Fund

The purpose of the OF is to provide sufficient cash to meet the day-to-day financial obligations of ACEC/PA in a timely manner. These funds may reside in an interest-bearing checking account, but will not be intended to generate significant investment income for ACEC/PA.

The main objectives of the OF are preservation of capital and liquidity. The account will be in a federally insured bank or savings and loan association licensed to conduct business in Pennsylvania.

Reserve Funds

ACEC/PA will maintain a maximum of 1 years' worth of operational funds in reserve funds at any given time.

Short-term Reserve Fund

The investment objectives of the Short-term Reserve Fund are preservation of capital, current income, liquidity, and to optimize the investment return of operating revenues to keep pace with inflation and maintain purchasing power.

The Finance Committee will authorize the fund manager to invest the Short-term Reserve Fund in Short Duration High Credit Quality (AA or better) Bond mutual funds. Mutual Funds with a conservative risk tolerance are appropriate for these assets. Short-term Reserve Fund assets will not be invested in individual agency discount notes, repurchase agreements, commercial paper, corporate notes, mortgage-backed securities, or individual equities.

The SRF will be invested in securities appropriate for a 1-3 year investment horizon.

Long-term Reserve Fund

The purpose of the LRF is to increase the investment return of ACEC/PA operating capital in order to improve the financial stability of the organization.

The investment objectives of the Long-term Reserve Fund are growth of capital to exceed inflation, and to maximize the investment return without exposure to undue risk.

The Finance Committee will authorize the fund manager to invest the Long-term Reserve Fund in Mutual Funds which include equity exposure and High Yield Bonds. Mutual Funds with moderate risk tolerance are appropriate for this asset class. Long-term Reserve Fund assets will not be invested in individual agency discount notes, repurchase agreements, commercial paper, corporate notes, mortgage-backed securities, or individual equities.

The LRF will be invested in securities appropriate for a 3-5 year investment horizon.

Procedures

The following protocols and procedures will be followed to ensure that the investment goals of ACEC/PA are achieved with adequate chain of custody and Board oversight:

Investment Policy

The Finance Committee will review the investment policy annually and will recommend any necessary revisions to the Board of Directors. The Board of Directors has final approval authority on any changes to the investment policy.

Transfers from OF to Reserve Funds

A yearly net revenue of 120% or more in the OF (determined by audited annual financial statement) will trigger a transfer to the investment funds, with 25% of the surplus going to the SRF and 75% going to the LRF.

The Treasurer is responsible for determining the dollar amounts to be invested in the SRF and LRF.

Before any annual transfer is made from the OF to invested reserves, the Treasurer will review and confirm the amount with the Finance Committee.

Depending upon the yearly performance of each fund, the Finance Committee may recommend to the Board a different split of surplus operating funds into the reserve funds in any given year.

Transfers from Reserve Funds to OF

No funds shall be transferred from the invested reserve funds without the approval of the Executive Committee. Transfers from the invested reserve funds must be initiated by the Executive Director in consultation with the Finance Committee to the Executive Committee. Upon approval of the request, the transfer can be initiated.

The Finance Committee will provide updates to the Board of Directors on the status of each fund, at each regular Board meeting.



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