



Board of Directors - Meeting Agenda

October 8, 2021 at 8:30am

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Call to Order	Veydt
Board Retreat Strategic Planning (2.10-2.11.2022)	Row
Consent Agenda Action Items	Veydt
Board Minutes – 08.19.2021	
Governance Manual	
Agenda Action Items	
Financial Report (August 2021)	Markosky
Draft 990 Return	
Reports	
Membership Report	M. Bougher
Finance Committee Report	Markosky
PAC/National Directors Report	Holloway
Government Affairs Report	Pennoni
President's Report	Veydt
Executive Director Report	Sherman
Open Discussion	Veydt
Adjourn	Veydt



CONSENT AGENDA ITEMS

ACEC/PA Board Meeting Minutes August 19, 2021 at 9:00am Virtual Meeting

Attendees Present Via Teleconference:

Board Members: Eric Veydt (President), Rose Bougher (President Elect), Michael Bougher (Vice President), Mark Markosky (Treasurer), Troy Holloway (Immediate Past President/National Director), Bill Gross, Casey Moore, Paul McNamee, Damon Rhodes, Joseph Riley, Rosanna Smithnosky, Eric Meyer, Jim Maloney, Ryan Gargan, Mark Kinnee, Lonnie Young

ACEC/PA Staff: Leeann Sherman, Executive Director

Guests: Tony Dougherty

Not present: Mike Girman (Secretary), Sandy Basehore

Due to the pandemic this meeting was held virtually.

This meeting was recorded.

Call to Order

Eric Veydt called the meeting to order at 9:03am.

Noted we do have quorum for this meeting.

1. Consent Agenda

Consent Agenda includes minutes from June 3, 2021 (Part 1 & 2), July 29, 2021 & committee reports.

Casey Moore made motion to discuss remove committee Reports from the Consent Agenda for discussion, seconded by Rose Bougher.

Moore made motion to approve minutes for June 3, 2021 (Part 1 & 2) and July 29, 2021. Seconded by Joe O'Reilly. Unanimously approved.

Veydt asked if all were able to approve minutes of June 10, 2021 meeting which included the discussion of the DRIVE SMART Act and some positions taken. Veydt noted the boards comments and positions on the DRIVE SMART Act were not yet provided to the Senate Transportation Committee. Various questions came up. Resolution was to give one week for Board to review & provide comments back to Veydt, Leeann Sherman and Mike Girman by

08.26.2021, 9:00am (**ACTION ITEM 210819-01**). Motion made by Mark Markosky, seconded by Damon Rhodes, unanimously approved.

Rose Bougher questioned the next steps on the Drive Smart ACT. Position statements and approved comments will be provided to the legislature as needed. The minutes should be approved to confirm positions, so we are ready to move ahead as the legislature moves anything forward.

Eric Meyer asked APC's position on any of the Drive Smart Act items. Sherman stated there was coordination and continues to be

Paul McNamee asked if comments submitted from the board minutes would be shared with the board. Veydt stated they would if they were substantial concerns which change the 06.10.2021 minutes otherwise the minutes are a documentation of the discussion which have been reflected.

Committee Reports

Discussion ensued on committee engagement. At Large Directors will be attending the Committee meetings to learn more about the committee work and if needed they can verify or help to express committee views to the board should a situation arise that a committee seeks board input. Motion made to accept committee reports by Mark Markosky, seconded by Meyer. Unanimously approved.

Sherman will schedule a meeting with At Large Directors to assign committees (**ACTION ITEM 210819-02**).

Clarification was made that the fiscal year in reports was the ACEC/PA fiscal year starting July 1, therefore committee meetings mentioned in the reports should be from that start date and most do not meet over the summer hence the lower number of meetings in the recent 49 days.

2. Financial Report

Markosky reviewed the financial report provided. In summary we did well, ending with an unaudited surplus over \$100,000 from prior year. Next task is to decide what to do with surplus (invest /reserve). Numbers in report are draft until the audit is complete.

Association audit is ongoing. Draft Financial Statements & Draft 990 will be ready one week prior to the September Finance Committee Meeting. Any edits will be in the October 8, 2021 Board packet for action.

Several detail questions were posed and responded to without causing changes.

Open Pledges report included in Board packet was clarified – this was to provide board awareness of accounts receivable at the end of the year, but they are not in default.

Noted the Wells Fargo Operating account holding greatly increased from June 30, 2021 to July 2021 on the Balance Sheet – this was due to many firms paying their membership dues early in July as well as golf payments coming in.

McNamee motioned to accept the financial Report. Seconded by Bill Gross. Unanimously approved.

3. Membership Report

Mike Bougher presented the membership report. One firm dropped and no change to Affiliate members.

Discussion ensued on how to engage new firms. Board members had been task with providing at least two prospects per year to staff although this has not occurred regularly. Bougher will work to determine next steps and is meeting with staff tomorrow on membership.

4. Governance Manual Update

Rose Bougher said that after this meeting the Board will get an email with the draft Governance Manual asking for Board to review/ comment by Sept 17, 2021 (**ACTION ITEM 210819-03**). This manual is part of Operations Manual that is being developed. It is not a change to our Bylaws, rather meant to be a guide for current / future Board members. Goal is to have a final version by October 8, 2021 Board Meeting.

Clarification was provided on the Board Packet attachment titled “The ACEC Guide to Member Organization Board Governance”. This is not related to the draft Governance Manual. This was provided by ACEC National for operational and orientation purposes for board members at all MOs.

5. Finance Committee Report

New makeup of Finance Committee for 2021-2022 was presented as follows:

- Markosky is new chair.
- R. Bougher & M. Bougher roll off.
- Appointments are Joe O’Reilly, Bill Gross & Rosanna Smithnosky

Next Finance Committee meeting is in September.

6. Safety Stand Down

Presentation by Tony Dougherty on Safety Stand Down – this is a continuation of the Safety Stand Down held last year. Requested by PennDOT due to near misses on construction projects. This is a priority of the Safety Task Force.

The Safety Stand Down event is planned for Sept. 15, 2021 – there are fliers, a web page as part of ACEC/PA website – w/ data so firms can plan their Safety Stand Down. This year topic – work zone safety – dual prong approach – speak to industry & motoring public. Continuing to add resources as they promote it. Have a web store where you can order tee shirts, hard hat stickers, and magnets. Social media plan has been created. Asking member firms to take a pause. The goal of Safety Task Force is to provide resource & information to industry.

Mark Kinnee asked if this is PA only or a larger movement – this is PA only. There is a national safety awareness week – but this is not timed with that. September 15th date chosen as it is getting near end of construction season with much overtime that leads to potential for increased safety risks.

7. PAC /National Directors Report

Troy Holloway reported. It is a slow summer for PACs. ACEC national did entertain support for Rep Cartwright for \$1,000 and added him to recurring contribution list.

PACs are running at 35% of goal. Will be seeing increased attention on meeting these goals. Will engage membership in near future.

US House set to return 1 month early to Washington, DC to take up infrastructure.

Board committed to contribute \$500 by Dec. 31, 2021 but asking to make commitments in the near term.

8. Government Affairs Report

Andrew Pennoni presented that they are starting to prepare for Fall Government Affairs meetings which will be 2 virtual, 3 in person. Will be meeting with Sherman to discuss speaker options – please provide your ideas.

Legislative Day in Spring – nothing yet scheduled. To be determined on legislators accepting visits.

Fundraiser for CEPA PAC before end of calendar year- open to ideas. Veydt said to provide ideas through committee.

9. President's Report

Strategic Plan - moving into Strategic Plan year & hope to be in person. Interviewing potential facilitators in next few weeks. Will develop an outline with facilitator. There will be homework later in year. It has been 4 years since last strategic plan. The 3Ps and Executive Director will be interviewing potential facilitators for the Strategic Planning session.

Executive Director annual evaluation in process and Holloway will request board members input for 2020 & 2021, with a response date by 08.27.2021. **ACTION ITEM 210819-03**

Self-performance review of Board is good practice and would like to conduct this.

ACEC/PA General Member meeting -was mentioned previously and want to table for now and see how things go with COVID restrictions, Fall Conference etc. to clarify where to focus membership engagement.

Veydt & Sherman met with Secretary Gramian & Melissa Batula. Gramian was happy with Smart Talk radio discussion with Sherman. Discussed slow down with advertisements and new agreements under contract – not much feedback from PennDOT on that. Given current funding & potential –feedback is there is not a whole lot added to the TIP. PennDOT is being cautious – want to get through P3 major bridge initiative. Discussed PPP – some firms have problem getting OH approved and getting feedback from Department, also disagreement continues on various items regarding the OH rate submission process due to PPP – this discussion will continue with Batula and Sherman.

10. Executive Director Report

Reduction from PA State Police payments in the Motor License Fund will go to interstate & maintenance.

PennDOT is being asked how they can be more efficient, and they are thinking about that and what if anything they should do to help determine answers.

PPP loans – lots of firms that are “waiting” to hear from PennDOT. Sherman working with Batula. Sherman is coordinating with Batula so she can take information to PennDOT staff. Working with Batula to provide opportunity for firms to resolve OH rate before September 30.

Board Governance roles and responsibilities in packet from ACEC National – requested Board to review this.

11. Board Orientation

Veydt went through presentation including that we belong by firm, organized East, Central, West, have Bylaws & recommend reviewing them, organization chart, nomination process, political action committees (state & fed level). Anyone who donates can make a request for PAC contribution to a candidate. Emphasized duties as Board of Directors and code of conduct, board member represents ACEC/PA. Standing committees & leadership presented, we have some openings, these committees are fluid, committee roles and responsibilities reviewed.

12. Action Items

MEETING MINUTES

- **ACTION ITEM 210819-01** – Board to review the June 10, 2021 meeting and provide comment back to Veydt, Girman and Sherman by 08.26.2021 at 9:00am.
- **ACTION ITEM 210819-02** – Sherman will schedule a meeting with At Large Directors to assign committees and coordinate process.
- **ACTION ITEM 210819-03** – R. Bougher will send the pre final Governance Manual to the Board for review and comments.
- **ACTION ITEM 210819-04** – Holloway will send Executive Director Evaluation Packet to 2020-2021 board to provide input by close of business 08.27.2021

Motion to adjourn meeting at 11:15am by Markosky, seconded by Rhoads.

American Council of Engineering Companies of Pennsylvania

Governance Manual

October 2021

The purpose of this Governance Manual is to provide an informational and training tool for all ACEC/PA Board members whether experienced and new. This manual outlines the responsibilities and obligations that must be followed to better serve the organization. Keep in mind that this manual does not replace ACEC/PA bylaws, but rather it is meant to provide additional information and more detailed guidance.

Section I- Governance and Legal Obligations

1. Definition of Governance

All 501(c) 6 non-profit organizations are governed by a Board of Directors (Board), a group of volunteers that is legally responsible for making sure the organization remains true to its mission, safeguards its assets, and operates in the best interest of its membership. The Board must ensure that the organization is living up to its mission and vision, and that the business of the organization is being conducted in the best interest of the Member Firms and Affiliate Members.

2. Mission Statement and Vision

Mission Statement: To promote the public welfare and enhance the reputation of the consulting engineer by encouraging the maintenance of the highest standards of professional ethics and practice, and to encourage the intellectual and scientific advancement of the members.

Vision: ACEC/PA will be the go-to organization to promote and enhance the business interests of the consulting engineering industry in Pennsylvania.

3. Fundamental Legal Duties

As board members of ACEC/PA we have three fundamental legal duties:

Duty of Care – our obligation as board members is to act in the best interest of our members and do not act in a way that could result in harm. According to the Legal Dictionary (dictionary.law.com) duty of care is defined as “a requirement that a person act toward others and the public with the watchfulness, attention, caution and prudence that a reasonable person in the circumstances would use. If a person’s actions do not meet this standard of care, then the acts are considered negligent, and any damages resulting may be claimed in a lawsuit for negligence.”

Duty of Loyalty – an obligation as board members to remain loyal to the organization at all times. All of the decisions related to the organization must be made in good faith and with the best interest of the organization in mind.

Duty of Obedience – requires that officers and directors comply with the Member Organization’s articles of incorporation, its bylaws and other governing documents; the governing documents of ACEC National as they apply to M.O.s; and all applicable laws and regulations. See Appendix X for ACEC/PA Bylaws.

Section II - Overall Board Responsibilities

The general responsibilities of a board member can be *summarized* as follows:

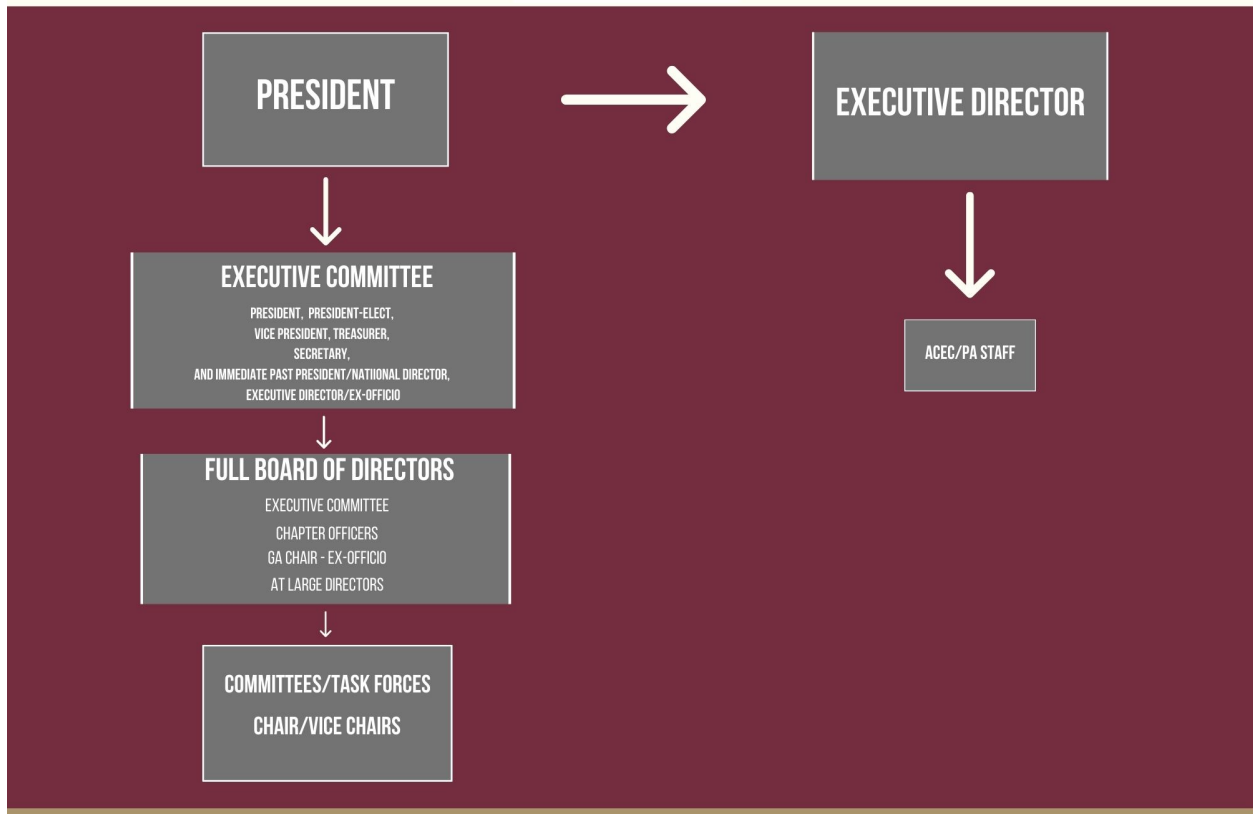
1. Ensure that the organization operates within the Pennsylvania Nonprofit Corporation Law of 1988, as amended.
2. Ensure that the organization operates according to its bylaws.
3. Provide financial oversight.
4. Attend meetings and functions.
5. Participate in strategic discussions at board and committee meetings.
6. Determine and exemplify the Mission/Vision/Core Values.
7. Set and enforce policies related to the board.
8. Hire Executive Director.
9. Participate in the Executive Director evaluation process and authorize final compensation.
10. Make contributions to the state and national Political Committees per Section IV.
11. Ensure legal and ethical integrity and maintain accountability.
12. Recruit and orient new Board members.
13. Identify and recruit ACEC/PA Members.
14. Foster a culture of diversity, equity and inclusion.

This manual provides more details related to these responsibilities.

Section III – Specific Responsibilities

1. Board composition

The business of ACEC/PA shall be conducted by the Board of Directors in the best interest of the Member Firms and Affiliate Members. The Board shall consist of at least eighteen (18) Directors as follows:



No more than one resident principal from any Member Firm shall serve on the Board (including ex-officio members of the Board) at any time unless approved by vote of the Board. The Executive Director and the Government Affairs Chair shall serve on the Board of Directors ex-officio (without voting rights).

2. Term limits

The term of a director shall commence immediately after the Annual Meeting in which they were elected. All board members shall serve a term of one year, except At-Large Directors who shall serve a term of two years, alternating with three elected each year, until their successors are elected and qualified.

3. Roles and Responsibilities

PRESIDENT

1. Executive Committee Member
2. Alternate National Director
3. Nominating Committee Member
4. CEPA PAC and ACEC PAC Committee Member
5. PennDOT Task Force Member
6. Annual Review of Executive Director

PRESIDENT-ELECT

1. Executive Committee Member
2. Nominating Committee Member
3. Chair of Bylaws Task Force
4. CEPA and ACEC PAC Committee Member
5. PennDOT Task Force Member
6. Safety Task Force Member
7. Annual Review of Executive Director

VICE PRESIDENT

1. Executive Committee Member
2. Membership Board Liaison
3. CEPA PAC and ACEC PAC Committee Member

TREASURER

1. Executive Committee Member
2. Chair of Finance Committee
3. CEPA PAC ACEC PAC Committee Member

SECRETARY

1. Executive Committee Member
2. Finance Committee Member
3. CEPA PAC and ACEC PAC Committee Member

IMMEDIATE PAST PRESIDENT/NATIONAL DIRECTOR

1. Executive Committee Member
2. National Director
3. Chair of Nominating Committee
4. CEPA PAC and ACEC PAC Committee Member
5. Annual Review of Executive Director

CHAPTER PRESIDENT

1. Establish Chapter's meeting speakers in collaboration with the Chapter Vice President and the Executive Director
2. Promote membership's participation in CEPA PAC and ACEC PAC

CHAPTER VICE PRESIDENT

1. In the absence of the Chapter President, shall assume the duties of the Chapter President
2. Workforce Development & Human Resources Committee Member
3. Projects assigned by the President and the Executive Director

AT-LARGE DIRECTORS

1. Spring Conference Planning Committee with the Executive Director
2. CEPA PAC and ACEC PAC fund raising with GA leadership and the Executive Director
3. Government Affairs outreach with GA leadership and the Executive Director
4. Projects assigned by the President and the Executive Director

GOVERNMENT AFFAIRS CHAIR

1. Ex-Officio Board of Directors for ACEC/PA GA related items
2. CEPA PAC and ACEC PAC Committee Member
3. Chair of CEPA PAC Committee
4. Legislative Outreach Group Member

5. Committees of the Board of Directors

At the direction of the President or by resolution adopted by a majority of the Directors in office, the Board may designate one or more board committees, each of which may consist of two (2) or more Directors. The designation of such committees and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual Director, of any responsibility imposed upon them by law. The President shall monitor actions of the committees of the ACEC/PA and shall recommend to the Board of Directors the creation, dissolution and consolidation of committees and appoint all Committee Chairpersons not otherwise identified in the Bylaws. Committees of the Board include:

Nominating Committee - The Nominating Committee consists of the President, the President-Elect, and the Immediate Past President. This Committee shall nominate candidates for vacant/available positions if qualified candidates are available. The slate is presented to the Board to be approved at a Board of Directors meeting prior to the Annual Meeting of the Membership. The Membership will vote and confirm the new directors and officers at the Annual Meeting of the Membership which will assume duties after the installation of the slate occurs.

Finance Committee – The Finance Committee consists of the President, the President-Elect, the Treasurer, the Secretary, three At Large board members and one outside member firm representative with a financial or CPA background/experience all appointed by the President. The Finance Committee shall assist the Board in fulfilling its oversight responsibilities with respect to reviewing and monitoring spending policy for the organization consistent with the organization's long-term goals; and reviewing and monitoring the organization's budget, including program and management appropriations and capital spending. This committee is responsible for following and implementing the ACEC/PA Financial Policies and Procedures Manual (**Appendix X**).

Governance Committee – The Governance Committee consists of the President-Elect, Vice President and the three Chapter Vice Presidents or at the discretion of the President. This Committee shall be responsible for the review and edit of the ACEC/PA Governance Manual at least every three (3) years, when there are major organizational changes or at the discretion of the President. Revisions to the manual shall be presented to the full board for review and approval.

Other Committees - Other committees not having and exercising the authority of the Board of Directors may be designated by the President.

Each member of a committee shall continue as such until the next annual meeting of the Board of Directors or until their successor is appointed or unless the committee shall be terminated sooner, a committee member resigns, or unless such member be removed from such committee by the President (for cause), or unless such member shall cease to qualify as a member of the committee.

6. Meetings

Board meetings: Each member of the Board must make it a priority to attend all board meetings. Missing a meeting should only occur under exceptional circumstances. Meetings are when the board exercises its governance authority. One of the legal obligations for all board members is the duty of care. Without attending meetings — and preparing for them conscientiously — a board member is not able to participate in educated and independent decision making. Videoconference is an acceptable way to attend board meetings when allowed but in-person only meetings may be designated.

Board service is a commitment and accepting a board position means the meetings must take priority over other obligations except in exceptional circumstances. All board meetings are conducted per Robert's Rules of Order. In general, all board members should:

- Read and understand the ACEC/PA Bylaws.
- Review the board packet provided in advance of board meetings: packet includes action items, financial and membership reports, and meeting minutes, along with any other information that will be presented at the meeting.
- Review and understand the PAC reports.
- The agenda for each meeting will contain items such board elections, committee updates, and any other business depending on the time of the year the meeting is held.
- Board members should know that the Board acts as a governance entity for the organization and should not get involved in details related to operations of the association.
- At the discretion of the President, some items may be included in a consent agenda which must be voted on by a majority of the Board and notification will be provided in advance of the meeting in the board packet.
- Per ACEC/PA bylaws, there is at least one (1) Board meeting per fiscal year. Any additional meetings will be held at the discretion of the President.
- Per the ACEC/PA bylaws, there is at least one (1) Annual Meeting of the Membership during the fiscal year. Any additional meetings will be held at the discretion of the President.

Annual Meeting of the Membership: Meeting of the membership of ACEC/PA for the voting ratification of the new directors and officers for the upcoming board year and the swearing in/installation of Officers which shall be held on such date and at such place as may be determined by the Board of Directors.

Special Board Meetings: These meetings may be called by the President, the Board of Directors, or Member Firms entitled to cast at least ten percent (10%) of the votes that all Members are entitled to cast at the particular meeting.

Section IV- Financial Oversight

The Board of Directors is responsible for the financial viability of the organization. Success is measured by the good the organization does for their members and at the level it is achieved within the organization's approved budget.

Board members must review and understand financial statements and be able to ask questions as needed. Daily financial activities are the responsibility of the Executive Director and association staff.

1. Board Roles and Responsibilities related to financial statements

Board Treasurer - is a member of the Executive Committee and their main responsibility is to lead the board in regard to financial matters and is the chair of the Finance Committee.

All board members - are responsible for the overall financial oversight of the organization. Although there are roles within the board tasked with specific financial responsibility, the entire board has a fiscal responsibility to review, oversee, understand, and question (as needed) the financial statements and board reports. In general, the board should make decisions based on what

is best for the organization's membership without compromising the financial health of the organization.

2. Planning and Budgeting

Board responsibilities include:

- i. Review and discussion of the draft budget prepared by the Executive Director.
- ii. Review recommendations from the Finance Committee.
- iii. Understanding of the thought processes and budget assumptions.
- iv. Approval of the final annual budget prior to the applicable fiscal year.
- v. Review and understand the monthly financial statements provided by the Executive Director.

3. Political Action Committee (PAC)

Each year, every board member is required to contribute a minimum of \$500 to the CEPA PAC and \$500 to the ACEC PAC. Additionally, each board member is expected to solicit contributions from members to the ACEC PAC totaling at least \$2,000/year and the CEPA PAC as needed.

4. Financial Policies and Procedures

ACEC/PA Financial Policies and Procedures are included (Appendix X). All board members are bound by these policies and procedures when it comes to the financial well-being of the organization. Board members are expected to read, understand, and abide by the policies and procedures.

5. Reviews or Audit of Organization

ACEC/PA's accountants perform a review of the organization every year with the exception of every third year when the audit is performed. The board has the option to forego the audit and conduct reviews of financials instead for that year. The board is responsible for understanding and consulting with the accountant on any questions/issues that arise after the review.

6. External Audits

Although the board as a whole is responsible for the oversight of any independent audits, the Finance Committee of the board provides a venue to discuss items in more detail and relay to the rest of the board if any issues arise. Neither the Finance Committee nor the board is involved in daily accounting tasks and relies on the organization's staff to provide the information needed to complete the audit.

7. IRS Form 990

The Financial Committee reviews the Draft Financial Statements and Draft 990 prior to providing to the board.

The Board is responsible for reviewing and understanding the IRS Form 990 to ensure that the form is an accurate representation of financial and operating information. This form is prepared by our external accountants and provided to the Executive Director for their review along with the year-end Financial Statements. Draft copies are provided to the Board for approval prior to being filed.

8. Financial Statements and Reports

All board members are responsible for reviewing and understanding the financial statements and reports provided by the Executive Director monthly. Board members are expected to have a basic

knowledge of financial terms and be able to follow and ask questions related to the financial health of the organization.

The reports for board review include, but are not limited to:

1. Statement of Activities - Year to date numbers (actual vs. budget)
2. Statement of Activity- Fiscal Year (actual vs. budget)
3. Statements of Financial Position Year to date
4. Monthly Membership Reports
5. Monthly CEPA PAC and ACEC PAC Reports
6. Annual IRS Draft Form 990
7. Annual Reviews or Audits (when applicable)

All of the accounting practices must follow the U.S. Generally Accepted Accounting Principles (GAAP). These requirements vary between non-profits and for-profits corporations. Board members need to be feel comfortable asking questions at board meetings, special meetings, or via email or phone.

Section V- Executive Director Oversight

This section is provided to serve as a guideline for the Board to consider when engaging in these various activities related to the oversight of the Executive Director. Section IX of the Bylaws governs Services and Employees.

Board members are responsible for approving the hiring, firing of, and compensation for, the Executive Director. Board members also participate in evaluating the Executive Director. A succession plan should be in place if the Executive Director is not able to perform their duties (on an emergency and non-emergency basis).

Executive Director Search (Hiring)

The following list provides a roadmap of the items that guides the search for the ideal Executive Director:

1. Clear job description (**Appendix X**) that includes but it not limited to:
 - i. CSE/CEO organizational skills
 - ii. Able to represent the organization in a professional manner
 - iii. Able to coordinate membership events
 - iv. Ability to meet planned membership and PAC growth objectives
2. Search Plan
 - i. Executing a viable and effective search
 - ii. Leverage an external search firm, if necessary
 - iii. At the discretion of the President, the Board shall form and utilize an Executive Director Search Committee that will be responsible for:
 - a. Preparing a plan that includes search actions and a timeline
 - b. Communicating to the Board on a regular basis
 - c. Narrowing & hiring executive search firm and negotiating contract terms (if necessary)
 - d. Conducting interviews for each qualified candidate
 - e. Recommending final candidate to the Board
3. Transition Plan
 - i. Define transition plan goals and ensure its implementation and execution

- ii. Continue operations without interruption during leadership transition
- iii. Communicate transition plan with staff and membership

Succession Planning for Executive Director

The following plan and actions for ACEC/PA are intended to serve as a guide allowing an Executive Director Search Committee to be established by the President and quickly begin to execute detailed steps to ensure a suitable replacement is found to succeed the Executive Director in the event of a planned or unplanned departure.

1. Executive Director Succession Plan (planned)
The President will create an Executive Director Search Committee which will consist of no less than five (5) board members (at least two (2) members of the Executive Committee). Refer to Executive Director Search section above.
2. Emergency Succession Planning (unplanned)
In the event of an unplanned Executive Director departure, the President may assume the Executive Director responsibilities or designate a staff member or a board member to take on the responsibilities on an emergency/short term basis. The search for an Executive Director should start immediately. Refer to Executive Director Search section above.

Executive Director Performance Evaluation Guideline

1. The President shall annually engage with the Executive Director in a formal performance review. The President, President Elect, and Past President (3Ps) take the lead on the performance review process.
2. The evaluation should be written, and the full Board may provide input prior to the review, at the discretion of the President
3. Link to fiscal year goals, but the comprehensive review shall also recognize successes, identify improvement areas, and raise key strategic questions.
4. The Executive Director's goals should reflect financial, operating, and strategic metrics, but also address leadership skills, interpersonal abilities, and personal traits as they relate to job effectiveness.
5. A self-evaluation component by the Executive Director should be completed to help highlight synergies, note missed opportunities, and prioritize areas of focus.

Note: the IRS asks all nonprofits to describe their process for setting Executive Director's compensation in Schedule O of the Form 990—and the performance evaluation is a critical component.

Executive Director's Compensation Considerations

1. The Board shall formalize a process for setting appropriate compensation for the Executive Director and approve any employment agreement and compensation package, as well as updates thereto.
2. The Executive Director's performance evaluation provides a critical foundation and important context for the compensation package.
3. The Board should follow the IRS's safe harbor measures and rely on comparative data, have the compensation decision determined by independent board members, and contemporaneously record the decision-making process.
4. The following set of suggested resources may be utilized to help determine salary ranges for the Executive Director:
 - i. American Association of Society Executives (asaecenter.org)
 - ii. Pennsylvania Association for Society Executives (PASAE.org)

- iii. GuideStar (<http://www.guidestar.org/>)
- iv. The NonProfit Times (<http://www.nptimes.com/>)

Executive Director's Employment Agreement

The Executive Director's employment agreement is specified by the Board of Directors, among other things, considers the following:

1. Terms of the agreement
2. Executive Director duties
3. Compensation and benefits
4. Mention of performance evaluation process
5. Reasons that will trigger termination (death, disability, for cause, without cause, for good reason, by mutual agreement)
6. Severance (when applicable)
7. Post-employment obligations
8. Breach of contract

Section VI- On-boarding of new board members

Strategic Board Recruitment

The Board must be strategic about member recruitment and define the ideal composition for it based on the organization's priorities at any given moment. A matrix of the Board's composition should be developed to help facilitate the Board's strategic development efforts. By analyzing the present composition of the Board, the Nominating Committee can best determine what qualities, characteristics, and perspectives are already present on the Board. When analyzed in light of the organizational strategies, the matrix helps the Board identify where gaps exist and then identify resources to fill those gaps. The process is open, and all members in good standing, who are qualified, have the opportunity to apply for a position on the Board.

The 3Ps and their role in the development of the Board

Although the Board should ensure that recruitment is a continuous and deliberate activity, the 3Ps will work in concert with the Executive Director of the organization to take the lead and the responsibility for recruitment and ongoing Board development. The Executive Director, having the most intimate knowledge of the organization, will provide valuable assistance to the 3Ps by helping assess the organization and the Board's current leadership needs, and helping to inform and integrate new board members into their new roles.

The 3Ps should:

- Map out a vision of the future Standing Committees, Board and Executive Committee needs.
- Outline the leadership capabilities required to achieve the organization's strategy.
- Assess the potential of current or new board and/or Standing Committee members to become future board or Executive Committee leaders to meet ongoing as well as emerging needs of the organization.

Commitment to Diversity, Equality, and Inclusion

The Board shall:

- be intentional in its recruitment and engagement of diverse board members
- foster a culture of inclusivity

- value diversity to respect and appreciate race; religion; skin color; gender and gender identity; ethnicity; nationality; sexual orientation; physical, mental, and developmental abilities; age; and socioeconomic status
- commit to diversity and inclusion through its written policies and practices, that are subject to regular evaluation
- address strategic and intentional recruitment and engagement of diverse Board members and ongoing commitment to inclusivity, including equal access to Board leadership opportunities

ACEC/PA is committed to an inclusive, equitable, and diverse engineering industry.

The engineering profession has always been grounded in integrity, fairness, and service to the community. Engineers build communities. We create space and by extension, we create social experiences. We support equality and respect for all humankind. We believe in providing equitable opportunities within our profession to support untapped potential both within our workforce and within the communities we serve, and we have the power to foster progress by breaking down the physical barriers that can inhibit economic and social equity. Through ACEC/PA and ACEC, we will embrace inclusion, equality, and diversity and continue to provide guidance and resources to our members on ways to lift people up to become their best selves and to make our companies models of the values we embrace.

Succession Planning for Board and Standing Committee Leadership

ACEC/PA uses a process of identifying, recruiting and then developing newer board and Standing Committee leaders to later succeed current Executive Committee leaders on the Board. The process is meant to be a proactive and systematic investment in building a pipeline of leaders for the organization and identifying strong external candidates, so that when transitions are necessary, leaders at all levels are ready to act. This embeds leadership development as a core organizational system, rather than as an ad-hoc process, so the organization is ready for inevitable change. Committee leaders provide a good pipeline for filling board vacancies since they are already familiar and have demonstrated a strong commitment to the organization.

ACEC/PA's focus is on recruiting candidates who meet the qualifications set forth in the bylaws and preferably have shown a legitimate interest in the organization by working at the standing committee level. Anyone expressing an interest who is employed by a member in good standing and qualified should be given the opportunity to apply and should know, if they are not selected, the reasons why they were not selected and what they can do to receive an invitation to join the Board of Directors. The recruitment process should follow applicable non-profit requirements.

Extending the invitation to join the Board

If the recruiting process has been successful and the prospect clearly indicates their willingness to being nominated as a board member (after understanding the required level of commitment and position-specific expectations), the Nominating Committee Chair presents each nominee (slate) to the full board for a vote which will follow the process outline in Section III, Item 5.

If it is necessary to fill a vacancy after the Board has approved a director, the President will extend an official invitation to a newly chosen member and seek Board approval of the candidate.

New board member orientation

This checklist is a general outline to guide orientation of new board members.

1. ACEC/PA meet and greet conducted by the Executive Director.

2. Welcome meeting by the President and the Executive Director to review the following:
 - i. A general history and purpose of ACEC/PA
 - ii. The ACEC/PA Bylaws
 - iii. A copy of the Organizational Chart for the ACEC/PA
 - iv. A copy of the Governance Manual
 - v. A list of the Standing Committees and their respective leadership
 - vi. Board Responsibilities
 - vii. Expectations of the Board Members:
 - a. Role of their individual position
 - b. Committees and assignments
 - c. Required forms and commitments
 - d. Other pertinent information
3. Meeting with Treasurer and Executive Director to review and understand the committee's charter and Financial Policies and Procedures approved by the board and discuss recent financial statements.

New board member mentoring

Utilizing mentoring as a means for orienting new members, promoting individual and organizational learning, and preparing for leadership succession is key to a healthy organization. Peer mentoring is a powerful tool for board education because it engages people from the onset of their board position and harnesses the individual and collective power of the board. It has the added advantage of facilitating more trusting and meaningful board member relationships, building board cohesion, and ultimately contributing to the level of shared understanding that promotes more informed decision making.

Following the election of new board members, The Executive Director and the President will meet with the new board members to familiarize them with their role on the board and expectations. The Executive Director and President will meet with the new board members on a regular basis, determined by the President, during their first year to provide an opportunity to discuss board operations and fulfillment of their role as a board member. New board members will be encouraged to reach out to other tenured board members to navigate and understand board responsibilities.

Section VII – Board Self-Evaluation

At the direction of the President, the ACEC/PA Board should conduct a structured self-reflection of board effectiveness so board members can judge their own collective performance and understand the extent of their individual responsibilities.

The President may choose to engage in more frequent evaluations, but it is usually not necessary to do a formal assessment every year. It is recommended that the board evaluation occur once every two years to allow adequate time between assessments to implement identified improvements.

Section VIII- Strategic Planning

The ACEC/PA Board must play a substantive role with the Executive Director in developing, approving, and supporting organizational strategy. One of the Board's primary responsibilities is to help set the direction for ACEC/PA under the umbrella guidance of ACEC. Strategic planning serves as the road map for this direction and as the tool to assess progress. The full Board must actively participate in and own the results of strategic planning. It is the Board's job to assure a clear mission exists to guide strategy development.

The Executive Director will be responsible to initiate the strategic planning process with the Board. The Board at ACEC/PA serves in dual role of governance, as well as execution. Because of that, the Executive

Committee of the Board and the Executive Director should lead the strategic planning process, with the help of the members of the full board. The Executive Director and the Executive Committee of the Board need to be accountable for making sure the Strategic Plan is implemented and executed.

ACEC/PA's current strategic plan can be found in **Appendix X**.

As such, ACEC/PA shall not fail to develop and maintain a multi-year strategic plan that:

1. Articulates a mission consistent with the end policies of ACEC and which is adopted by the Board of ACEC/PA
2. Provides a vision and values to guide ACEC/PA
3. Describes and considers the business, regulatory and legislative environment and the trends important to the members of ACEC/PA
4. Identifies and considers the association members and our industry partners to whom the Board feels accountable while considering their expectations
5. Identifies the primary beneficiaries of the services of ACEC/PA
6. Considers the input from its staff and the entire board
7. Identifies the strategies by which ACEC/PA will fulfill its mission successfully and sustainably.
8. Provides an implementation plan with goals, monitoring milestones, and measures
9. Defines a clear link between the mission, vision, and the strategic plan to ensure consistency and avoid conflicts
10. Is linked with, and reflected in, the Operations Manual
11. Is updated and presented to the ACEC/PA membership at least every three years.

The focus of the strategic planning process is on accomplishing the big-picture goals and needs of the organization, and not just checking items off a task list. The execution of the strategic plan is tied to the performance evaluation for the Executive Director.

In order to effectively engage in its role in strategic planning, the Board must:

1. Have a diversity of expertise and experience that brings a strong knowledge of not only the underlying industry, but the external economic, technological, legislative and other factors that will impact the association in the future, and
2. Continually examine it to assure that it provides the organization with the type of meaningful strategy planning leadership that enhances performance for its members.

The process shall include four distinct components:

1. **Strategic clarity:** Developing a concrete description of the impact for which ACEC/PA will hold itself accountable over some specified period of time and the cause-and-effect logic explaining how its work will lead to that impact.
2. **Strategic priorities:** Determining what specific actions and activities must take place to achieve the intended impact.
3. **Resource implications:** Understanding the resources (financial, human, and organizational) needed to pursue the strategic priorities and mapping out a plan to secure them.
4. **Performance measures:** Establishing the quantitative and qualitative milestones that make it possible to measure progress toward the intended impact.

Section IX- Board Forms and Descriptions (these are in no particular order)

Leadership Code of Conduct (Appendix X)

The ACEC/PA directors and officers are responsible for setting the direction of the organization, and providing proper oversight, in pursuit of ACEC/PA's mission. Accordingly, directors and officers owe a fiduciary obligation to act in the best interest of ACEC/PA. This Code of Conduct articulates this obligation.

Conflict of Interest Disclosure (Appendix X)

The purpose of this Conflict of Interest Policy is to protect the interests of ACEC/PA when it is contemplating entering into a transaction or arrangement that might benefit or appear to benefit the private interest of any present or former director, officer, employee, or volunteer of the Organization, indirectly benefit a Related Party, or result in a possible Excess Benefit Transaction. ACEC/PA is organized to serve the public interest, and each director, officer, employee, and volunteer must act and use good judgment to maintain and further the public's trust and confidence.

Professional and Ethical Conduct (Appendix X)

Consulting engineering is an important and learned profession. The members of the profession recognize that their work has a direct and vital impact on the quality of life for all people. Accordingly, the services provided by consulting engineers require honesty, impartiality, fairness and equity and must be dedicated to the protection of public health, safety and welfare. In the practice of their profession, consulting engineers must perform under a standard of professional behavior which requires adherence to the highest principles of ethical conduct on behalf of the public, clients, employees and the profession.

Pledge to Pennsylvania (Appendix X)

As members of the American Council of Engineering Companies of Pennsylvania and as an important and learned profession, we recognize that our work has a direct and vital impact on the quality of life for all Pennsylvanians. ACEC/PA Members have pledged an oath and commit themselves and their firms.

Gift Acceptance (Appendix X)

This gift acceptance policy establishes guidelines governing the acceptance of gifts by ACEC/PA for the benefit of any of its operations, programs, or services, and provides guidance to prospective donors and their advisors when making gifts.

Record Retention Policy (Appendix X)

This document describes the policy that defines how and for how long the organization retains their records.

Whistleblower Policy (Appendix X)

ACEC/PA requires all directors, employees, and volunteers to conduct the business of ACEC/PA in an ethical, honest, and legal manner. It is our policy to comply with all applicable international, federal, state, and local laws in the conduct of ACEC/PA's business. The purpose of this policy is to establish a procedure for employees and volunteers to report illegal or dishonest activity or other misconduct involving ACEC/PA's financial or business affairs (hereafter referred to as "misconduct"). Such

misconduct may involve an employee, board member, volunteer or outside persons or firms doing business with ACEC/PA. Examples of misconduct include but are not limited to, violations of international, federal, state or local laws, billing for services not performed, theft or inappropriate use of ACEC/PA funds or property, fraudulent financial reporting or other misconduct involving ACEC/PA's financial or business affairs, and misuse of position to enrich him or herself or friends, family, or associates.

DRAFT



ACTION ITEMS



August 2021 Financial Reports – Treasurer’s Notes

Items of note:

Received draft audit results from RKL for FY 2020-2021, which were reviewed by the Finance Committee on 9/13/21.

- Audit found no significant issues, with RKL commenting that our policies, practices and procedures are sound and meet or exceed accepted standards.
- It was noted that our cash balance in our checking account exceeded the federally insurable amount of \$250,000 during the year. We may want to discuss splitting our operating funds into multiple accounts, if there is enough concern about exceeding this limit on a short-term basis.

Completed Form 990 prepared by RKL has been included with the Board Packet for review and acceptance by the Board. This is the standard yearly tax form filed to the IRS by tax-exempt organizations.

As a reminder to the Board, since there have been questions –

- The CEPA PAC is reviewed and reconciled by a third party who audits the transactions each month. The Dept of State reports are compiled and again those are reviewed and audited.

Financial Reporting through August 2021 – No specific items to note.

Mark A. Markosky
ACEC/PA Treasurer

American Council of Engineering Companies of Penns

Budget vs. Actuals: FY 2021-2022 - FY22 P&L

July - August, 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
3000 Dues Income				
3001 Base ACEC/PA Dues	47,500.00	50,000.00	-2,500.00	95.00 %
3002 ACEC/PA Dues	348,456.10	355,600.00	-7,143.90	97.99 %
3003 Affiliate Dues	31,482.00	30,530.00	952.00	103.12 %
Total 3000 Dues Income	427,438.10	436,130.00	-8,691.90	98.01 %
3009 ACEC BIT Royalty		0.00	0.00	
3015 Member Directory Income	600.00	0.00	600.00	
3016 Newsletter Advertising Income	130.00		130.00	
3300 Meetings				
3301 Central Chapter Meeting		1,300.00	-1,300.00	
3302 Eastern Chapter Meeting	35.00	1,100.00	-1,065.00	3.18 %
3303 Western Chapter Meeting		1,100.00	-1,100.00	
3304 Govt Affairs Breakfast		1,100.00	-1,100.00	
3305 Annual Meeting				
3305.1 Annual Meeting Sponsorships	2,768.50	3,617.00	-848.50	76.54 %
3305.2 Annual Meeting Registrations	3,475.00	2,085.00	1,390.00	166.67 %
Total 3305 Annual Meeting	6,243.50	5,702.00	541.50	109.50 %
3306 Spring Conference				
3306.1 Spring Conference Sponsorships	2,043.50	0.00	2,043.50	
3306.2 Spring Conference Registrations	538.00	0.00	538.00	
Total 3306 Spring Conference	2,581.50	0.00	2,581.50	
3307 ACEC/PA Fall Conference				
3307.1 Fall Conference Sponsorships	18,100.50	14,000.00	4,100.50	129.29 %
3307.2 Fall Conference Registrations	11,733.00	6,500.00	5,233.00	180.51 %
Total 3307 ACEC/PA Fall Conference	29,833.50	20,500.00	9,333.50	145.53 %
3308 Diamond Awards				
3308.1 Diamond Awards Sponsorships	2,462.00	0.00	2,462.00	
3308.2 Diamond Awards Registrations	405.00	0.00	405.00	
3308.3 Diamond Awards Project Submission Fee		0.00	0.00	
Total 3308 Diamond Awards	2,867.00	0.00	2,867.00	
3309 Scholarship Golf Outing				
3309.1 Golf Outing Sponsorships	14,500.00	9,500.00	5,000.00	152.63 %
3309.2 Golf Outing Registrations	17,375.00	14,000.00	3,375.00	124.11 %
3309.3 Golf Outing Mulligans/Raffle		0.00	0.00	
Total 3309 Scholarship Golf Outing	31,875.00	23,500.00	8,375.00	135.64 %
3403 Legislative Day	8,510.50	0.00	8,510.50	
Total 3300 Meetings	81,946.00	54,302.00	27,644.00	150.91 %
3900 Investment Income				
3901 Interest	7.35		7.35	
3901.1 Interest from Money Market Account	2.20	2.20	0.00	100.00 %

American Council of Engineering Companies of Penns

Budget vs. Actuals: FY 2021-2022 - FY22 P&L

July - August, 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
3901.2 Interest from Scholarship Account	0.33		0.33	
Total 3901 Interest	9.88	2.20	7.68	449.09 %
Total 3900 Investment Income	9.88	2.20	7.68	449.09 %
3951 Misc Income	93.03	421.25	-328.22	22.08 %
Total Revenue	\$510,217.01	\$490,855.45	\$19,361.56	103.94 %
GROSS PROFIT	\$510,217.01	\$490,855.45	\$19,361.56	103.94 %
Expenditures				
4000 Payroll Expenditures				
4001 Salaries	40,504.52	46,666.00	-6,161.48	86.80 %
4001.1 Salaries - Vacation	670.84	400.00	270.84	167.71 %
Total 4001 Salaries	41,175.36	47,066.00	-5,890.64	87.48 %
4002 Payroll Taxes	3,098.60	4,222.00	-1,123.40	73.39 %
4002.1 Payroll Tax Credits	-14,667.43		-14,667.43	
Total 4002 Payroll Taxes	-11,568.83	4,222.00	-15,790.83	-274.01 %
4003 Employee Benefits	5,475.96	3,084.00	2,391.96	177.56 %
4004 Retirement	2,329.44	1,700.00	629.44	137.03 %
4005 Payroll Fees	312.56	116.00	196.56	269.45 %
Total 4000 Payroll Expenditures	37,724.49	56,188.00	-18,463.51	67.14 %
4015 Member Directory Expenses		0.00	0.00	
4300 Meetings Expense				
4302 Central Chapter Mtg Expense				
4302.2 Central Chapter Mtg Travel		0.00	0.00	
4302.3 Central Chapter Mtg F&B		0.00	0.00	
4302.4 Central Chapter Mtg AV/Rm Rental		0.00	0.00	
4302.5 Central Chapter Mtg Supplies		0.00	0.00	
Total 4302 Central Chapter Mtg Expense		0.00	0.00	
4303 Eastern Chapter Mtg Expense				
4303.2 Eastern Chapter Mtg Travel		0.00	0.00	
4303.3 Eastern Chapter Mtg F&B	2,021.25	0.00	2,021.25	
4303.4 Eastern Chapter Mtg AV/Rm Rental		0.00	0.00	
4303.5 Eastern Chapter Mtg Supplies		0.00	0.00	
Total 4303 Eastern Chapter Mtg Expense	2,021.25	0.00	2,021.25	
4304 Western Chapter Mtg Expense				
4304.2 Western Chapter Mtg Travel		0.00	0.00	
4304.3 Western Chapter Mtg F&B		0.00	0.00	
4304.5 Western Chapter Mtg Supplies		0.00	0.00	
Total 4304 Western Chapter Mtg Expense		0.00	0.00	
4305 Govt Affairs Bfast Expense				
4305.2 Govt Affairs Bfast Travel		0.00	0.00	
4305.3 Govt Affairs Bfast F&B		0.00	0.00	
4305.4 Govt Affairs Bfast AV/Rm Rental		0.00	0.00	

American Council of Engineering Companies of Penns

Budget vs. Actuals: FY 2021-2022 - FY22 P&L

July - August, 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4305.5 Govt Affairs Bfast Supplies		0.00	0.00	
Total 4305 Govt Affairs Bfast Expense		0.00	0.00	
4306 Diamond Awards Expense				
4306.1 Awards Expense		0.00	0.00	
4306.2 Diamond Awards Travel		0.00	0.00	
4306.3 Diamond Awards F&B	6,000.00	0.00	6,000.00	
4306.4 Diamond Awards AV/Rm Rental		0.00	0.00	
4306.5 Diamond Awards Supplies/Misc.		0.00	0.00	
Total 4306 Diamond Awards Expense	6,000.00	0.00	6,000.00	
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		0.00	0.00	
4307.7 Annual Meeting Speaker		0.00	0.00	
Total 4307 Annual Meeting Expense		0.00	0.00	
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	611.00	0.00	611.00	
4308.5 Spring Conference Supplies		0.00	0.00	
4308.7 Spring Conference Speaker		0.00	0.00	
Total 4308 Spring Conference Expense	611.00	0.00	611.00	
4309 ACEC/PA Fall Conference Expense				
4309.3 Fall Conference F&B	0.00	0.00	0.00	
4309.4 Fall Conference AV/Rm Rental	1,000.00	0.00	1,000.00	
4309.5 Fall Conference Supplies		0.00	0.00	
Total 4309 ACEC/PA Fall Conference Expense	1,000.00	0.00	1,000.00	
4310 Scholarship Golf Outing Expense				
4310.1 Scholarship Gift Given		0.00	0.00	
4310.2 Golf Outing Travel	25.30	0.00	25.30	
4310.3 Golf Outing F&B	546.88	0.00	546.88	
4310.4 Golf Outing Green/Cart Fees		0.00	0.00	
4310.5 Golf Outing Supplies	1,102.69	0.00	1,102.69	
4310.6 Other Golf Outing Expenses	105.00	155.00	-50.00	67.74 %
4310.7 Scholarship Income Tfr		0.00	0.00	
4310.8 Golf Outing Staff Time		0.00	0.00	
Total 4310 Scholarship Golf Outing Expense	1,779.87	155.00	1,624.87	1,148.30 %
4351 Legislative Day Expenses				
4351.1 Legislative Day Printing/Postage		0.00	0.00	
4351.3 Legislative Day F&B		0.00	0.00	

American Council of Engineering Companies of Penns

Budget vs. Actuals: FY 2021-2022 - FY22 P&L

July - August, 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 4351 Legislative Day Expenses		0.00	0.00	
Total 4300 Meetings Expense	11,412.12	155.00	11,257.12	7,362.66 %
4400 Insurance				
4401 Business Insurance	1,592.47	1,593.00	-0.53	99.97 %
4402 Workers Comp Insurance	356.11	250.00	106.11	142.44 %
4403 Auto Insurance	580.47	390.00	190.47	148.84 %
4404 Directors & Officers Liability	1,549.00	1,550.00	-1.00	99.94 %
4405 ERISA Retirement Insurance	90.00	11.24	78.76	800.71 %
Total 4400 Insurance	4,168.05	3,794.24	373.81	109.85 %
4500 Office Supplies and Expenses				
4501 Supplies	200.96	200.00	0.96	100.48 %
4502 Copier Supplies/Equipment	13.20	60.00	-46.80	22.00 %
4502.1 Interest Paid - Copier Lease	22.13	17.96	4.17	123.22 %
Total 4502 Copier Supplies/Equipment	35.33	77.96	-42.63	45.32 %
4503 Office Expense/Gifts	181.93	40.00	141.93	454.83 %
Total 4500 Office Supplies and Expenses	418.22	317.96	100.26	131.53 %
4600 Office/Admin Expense				
4601 Bank Monthly Charges	79.90	80.00	-0.10	99.88 %
4602 CC Transaction Fees	754.61	950.00	-195.39	79.43 %
4603 Internet Services	786.67	520.00	266.67	151.28 %
4604 Printing		40.00	-40.00	
4605 Postage	166.40	30.00	136.40	554.67 %
4606 Rent	6,977.66	6,966.00	11.66	100.17 %
4607 Advertising		40.00	-40.00	
4608 Telephone	1,571.11	1,366.60	204.51	114.96 %
4609 Other Misc Svc Costs		10.00	-10.00	
Total 4600 Office/Admin Expense	10,336.35	10,002.60	333.75	103.34 %
4900 Board Expenses	188.75	0.00	188.75	
4910 Prof Dev/Meetings		200.00	-200.00	
4920 Lobbying Expenses	1,340.34	1,666.70	-326.36	80.42 %
4940 Tenant Improvements		750.00	-750.00	
5000 Committee Expenses		100.00	-100.00	
5100 Member-Related (non-travel)		100.00	-100.00	
5210 Dues/Subscriptions				
5211 Publication Subscriptions	3,200.00	2,525.00	675.00	126.73 %
5212 Prof Memberships	1,395.00	1,300.00	95.00	107.31 %
5213 Subscriptions	16,000.01	24,000.00	-7,999.99	66.67 %
Total 5210 Dues/Subscriptions	20,595.01	27,825.00	-7,229.99	74.02 %
5520 Professional Services				
5521 Legal		200.00	-200.00	
5522 Accountant	1,000.00	200.00	800.00	500.00 %

American Council of Engineering Companies of Penns

Budget vs. Actuals: FY 2021-2022 - FY22 P&L

July - August, 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5523 Computer/IT	2,425.29	1,800.00	625.29	134.74 %
5525 Public Relations	10,000.00	10,500.00	-500.00	95.24 %
Total 5520 Professional Services	13,425.29	12,700.00	725.29	105.71 %
5600 Travel Expenses				
5601 ACEC/NACEC Event Expenses	750.00	1,500.00	-750.00	50.00 %
5604 Legislative Travel Expense		0.00	0.00	
5605 Staff/Membership Related Travel		0.00	0.00	
Total 5600 Travel Expenses	750.00	1,500.00	-750.00	50.00 %
5610 Auto Expenses				
5611 Vehicle Maintenance		0.00	0.00	
5612 Vehicle Lease	1,050.86	1,052.00	-1.14	99.89 %
5613 Vehicle Gas/Tolls/Parking	45.80	60.00	-14.20	76.33 %
Total 5610 Auto Expenses	1,096.66	1,112.00	-15.34	98.62 %
6010 Depreciation Expense	190.14	222.82	-32.68	85.33 %
Total Expenditures	\$101,645.42	\$116,634.32	\$ -14,988.90	87.15 %
NET OPERATING REVENUE	\$408,571.59	\$374,221.13	\$34,350.46	109.18 %
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	\$408,571.59	\$374,221.13	\$34,350.46	109.18 %

American Council of Engineering Companies of Penns

Budget vs. Actuals: FY 2021-2022 - FY22 P&L

July 2021 - June 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
3000 Dues Income				
3001 Base ACEC/PA Dues	50,500.00	52,500.00	-2,000.00	96.19 %
3002 ACEC/PA Dues	356,166.75	367,200.00	-11,033.25	97.00 %
3003 Affiliate Dues	31,482.00	33,074.00	-1,592.00	95.19 %
Total 3000 Dues Income	438,148.75	452,774.00	-14,625.25	96.77 %
3009 ACEC BIT Royalty		2,000.00	-2,000.00	
3015 Member Directory Income	900.00	3,600.00	-2,700.00	25.00 %
3016 Newsletter Advertising Income	130.00		130.00	
3300 Meetings				
3301 Central Chapter Meeting	1,190.00	13,000.00	-11,810.00	9.15 %
3302 Eastern Chapter Meeting	2,205.00	15,000.00	-12,795.00	14.70 %
3303 Western Chapter Meeting	1,680.00	16,100.00	-14,420.00	10.43 %
3304 Govt Affairs Breakfast	455.00	9,475.00	-9,020.00	4.80 %
3305 Annual Meeting				
3305.1 Annual Meeting Sponsorships	3,652.75	9,367.00	-5,714.25	39.00 %
3305.2 Annual Meeting Registrations	4,170.00	23,300.00	-19,130.00	17.90 %
Total 3305 Annual Meeting	7,822.75	32,667.00	-24,844.25	23.95 %
3306 Spring Conference				
3306.1 Spring Conference Sponsorships	2,927.75	18,000.00	-15,072.25	16.27 %
3306.2 Spring Conference Registrations	807.00	30,705.00	-29,898.00	2.63 %
Total 3306 Spring Conference	3,734.75	48,705.00	-44,970.25	7.67 %
3307 ACEC/PA Fall Conference				
3307.1 Fall Conference Sponsorships	22,559.75	20,000.00	2,559.75	112.80 %
3307.2 Fall Conference Registrations	15,483.00	14,000.00	1,483.00	110.59 %
Total 3307 ACEC/PA Fall Conference	38,042.75	34,000.00	4,042.75	111.89 %
3308 Diamond Awards				
3308.1 Diamond Awards Sponsorships	2,462.00	17,000.00	-14,538.00	14.48 %
3308.2 Diamond Awards Registrations	405.00	35,725.00	-35,320.00	1.13 %
3308.3 Diamond Awards Project Submission Fee	10,800.00	13,500.00	-2,700.00	80.00 %
Total 3308 Diamond Awards	13,667.00	66,225.00	-52,558.00	20.64 %
3309 Scholarship Golf Outing				
3309.1 Golf Outing Sponsorships	14,500.00	12,500.00	2,000.00	116.00 %
3309.2 Golf Outing Registrations	18,000.00	25,000.00	-7,000.00	72.00 %
3309.3 Golf Outing Mulligans/Raffle	4,258.00	1,500.00	2,758.00	283.87 %
Total 3309 Scholarship Golf Outing	36,758.00	39,000.00	-2,242.00	94.25 %
3403 Legislative Day	9,619.75	8,000.00	1,619.75	120.25 %
Total 3300 Meetings	115,175.00	282,172.00	-166,997.00	40.82 %
3900 Investment Income				
3901 Interest	12.74		12.74	
3901.1 Interest from Money Market Account	3.27	13.20	-9.93	24.77 %

American Council of Engineering Companies of Penns

Budget vs. Actuals: FY 2021-2022 - FY22 P&L

July 2021 - June 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
3901.2 Interest from Scholarship Account	0.50		0.50	
Total 3901 Interest	16.51	13.20	3.31	125.08 %
Total 3900 Investment Income	16.51	13.20	3.31	125.08 %
3951 Misc Income	93.03	807.02	-713.99	11.53 %
Total Revenue	\$554,463.29	\$741,366.22	\$ -186,902.93	74.79 %
GROSS PROFIT	\$554,463.29	\$741,366.22	\$ -186,902.93	74.79 %
Expenditures				
4000 Payroll Expenditures				
4001 Salaries	60,009.68	279,996.00	-219,986.32	21.43 %
4001.1 Salaries - Vacation	1,957.48	2,400.00	-442.52	81.56 %
Total 4001 Salaries	61,967.16	282,396.00	-220,428.84	21.94 %
4002 Payroll Taxes	4,663.43	25,332.00	-20,668.57	18.41 %
4002.1 Payroll Tax Credits	-19,835.98		-19,835.98	
Total 4002 Payroll Taxes	-15,172.55	25,332.00	-40,504.55	-59.89 %
4003 Employee Benefits	7,303.92	18,500.00	-11,196.08	39.48 %
4004 Retirement	3,089.03	10,200.00	-7,110.97	30.28 %
4005 Payroll Fees	546.98	696.00	-149.02	78.59 %
Total 4000 Payroll Expenditures	57,734.54	337,124.00	-279,389.46	17.13 %
4015 Member Directory Expenses		750.00	-750.00	
4300 Meetings Expense				
4302 Central Chapter Mtg Expense				
4302.2 Central Chapter Mtg Travel		15.00	-15.00	
4302.3 Central Chapter Mtg F&B		3,660.00	-3,660.00	
4302.4 Central Chapter Mtg AV/Rm Rental		450.00	-450.00	
4302.5 Central Chapter Mtg Supplies		30.00	-30.00	
Total 4302 Central Chapter Mtg Expense		4,155.00	-4,155.00	
4303 Eastern Chapter Mtg Expense				
4303.2 Eastern Chapter Mtg Travel		240.00	-240.00	
4303.3 Eastern Chapter Mtg F&B	2,021.25	5,706.00	-3,684.75	35.42 %
4303.4 Eastern Chapter Mtg AV/Rm Rental		675.00	-675.00	
4303.5 Eastern Chapter Mtg Supplies		30.00	-30.00	
Total 4303 Eastern Chapter Mtg Expense	2,021.25	6,651.00	-4,629.75	30.39 %
4304 Western Chapter Mtg Expense				
4304.2 Western Chapter Mtg Travel		360.00	-360.00	
4304.3 Western Chapter Mtg F&B		5,100.00	-5,100.00	
4304.5 Western Chapter Mtg Supplies		30.00	-30.00	
Total 4304 Western Chapter Mtg Expense		5,490.00	-5,490.00	
4305 Govt Affairs Bfast Expense				
4305.2 Govt Affairs Bfast Travel		30.00	-30.00	
4305.3 Govt Affairs Bfast F&B		3,000.00	-3,000.00	
4305.4 Govt Affairs Bfast AV/Rm Rental		450.00	-450.00	

American Council of Engineering Companies of Penns

Budget vs. Actuals: FY 2021-2022 - FY22 P&L

July 2021 - June 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4305.5 Govt Affairs Bfast Supplies		30.00	-30.00	
Total 4305 Govt Affairs Bfast Expense		3,510.00	-3,510.00	
4306 Diamond Awards Expense				
4306.1 Awards Expense		2,000.00	-2,000.00	
4306.2 Diamond Awards Travel		225.00	-225.00	
4306.3 Diamond Awards F&B	6,000.00	27,000.00	-21,000.00	22.22 %
4306.4 Diamond Awards AV/Rm Rental		12,500.00	-12,500.00	
4306.5 Diamond Awards Supplies/Misc.		7,500.00	-7,500.00	
Total 4306 Diamond Awards Expense	6,000.00	49,225.00	-43,225.00	12.19 %
4307 Annual Meeting Expense				
4307.2 Annual Meeting Travel		4,000.00	-4,000.00	
4307.3 Annual Meeting F&B		8,000.00	-8,000.00	
4307.4 Annual Meeting AV/Rm Rental		3,000.00	-3,000.00	
4307.5 Annual Meeting Supplies		1,500.00	-1,500.00	
4307.6 Annual Meeting Activities		9,000.00	-9,000.00	
4307.7 Annual Meeting Speaker		250.00	-250.00	
Total 4307 Annual Meeting Expense		25,750.00	-25,750.00	
4308 Spring Conference Expense				
4308.2 Spring Conference Travel		100.00	-100.00	
4308.3 Spring Conference F&B		22,000.00	-22,000.00	
4308.4 Spring Conference AV/Rm Rental	611.00	5,850.00	-5,239.00	10.44 %
4308.5 Spring Conference Supplies		500.00	-500.00	
4308.7 Spring Conference Speaker		2,000.00	-2,000.00	
Total 4308 Spring Conference Expense	611.00	30,450.00	-29,839.00	2.01 %
4309 ACEC/PA Fall Conference Expense				
4309.3 Fall Conference F&B	93.51	250.00	-156.49	37.40 %
4309.4 Fall Conference AV/Rm Rental	2,868.00	7,000.00	-4,132.00	40.97 %
4309.5 Fall Conference Supplies	180.84	100.00	80.84	180.84 %
Total 4309 ACEC/PA Fall Conference Expense	3,142.35	7,350.00	-4,207.65	42.75 %
4310 Scholarship Golf Outing Expense				
4310.1 Scholarship Gift Given		5,000.00	-5,000.00	
4310.2 Golf Outing Travel	26.45	30.00	-3.55	88.17 %
4310.3 Golf Outing F&B	5,442.68	6,600.00	-1,157.32	82.46 %
4310.4 Golf Outing Green/Cart Fees	9,760.00	14,500.00	-4,740.00	67.31 %
4310.5 Golf Outing Supplies	1,373.32	2,500.00	-1,126.68	54.93 %
4310.6 Other Golf Outing Expenses	105.00	1,655.00	-1,550.00	6.34 %
4310.7 Scholarship Income Tfr		4,715.00	-4,715.00	
4310.8 Golf Outing Staff Time		4,000.00	-4,000.00	
Total 4310 Scholarship Golf Outing Expense	16,707.45	39,000.00	-22,292.55	42.84 %
4351 Legislative Day Expenses				
4351.1 Legislative Day Printing/Postage		3,500.00	-3,500.00	
4351.3 Legislative Day F&B		4,200.00	-4,200.00	

American Council of Engineering Companies of Penns

Budget vs. Actuals: FY 2021-2022 - FY22 P&L

July 2021 - June 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 4351 Legislative Day Expenses		7,700.00	-7,700.00	
Total 4300 Meetings Expense	28,482.05	179,281.00	-150,798.95	15.89 %
4312 Safety				
4312.1 Safety Stand Down Marketing	81.67		81.67	
4312.3 Safety Stand Down AV/Technology	1,304.16		1,304.16	
Total 4312 Safety	1,385.83		1,385.83	
4400 Insurance				
4401 Business Insurance	1,592.47	1,593.00	-0.53	99.97 %
4402 Workers Comp Insurance	356.11	1,500.00	-1,143.89	23.74 %
4403 Auto Insurance	686.85	2,300.00	-1,613.15	29.86 %
4404 Directors & Officers Liability	1,549.00	1,550.00	-1.00	99.94 %
4405 ERISA Retirement Insurance	90.00	67.44	22.56	133.45 %
Total 4400 Insurance	4,274.43	7,010.44	-2,736.01	60.97 %
4500 Office Supplies and Expenses				
4501 Supplies	200.96	1,200.00	-999.04	16.75 %
4502 Copier Supplies/Equipment	104.52	6,330.00	-6,225.48	1.65 %
4502.1 Interest Paid - Copier Lease	32.58	107.76	-75.18	30.23 %
Total 4502 Copier Supplies/Equipment	137.10	6,437.76	-6,300.66	2.13 %
4503 Office Expense/Gifts	364.31	240.00	124.31	151.80 %
Total 4500 Office Supplies and Expenses	702.37	7,877.76	-7,175.39	8.92 %
4600 Office/Admin Expense				
4601 Bank Monthly Charges	119.85	480.00	-360.15	24.97 %
4602 CC Transaction Fees	1,350.13	5,700.00	-4,349.87	23.69 %
4603 Internet Services	1,051.66	3,120.00	-2,068.34	33.71 %
4604 Printing		240.00	-240.00	
4605 Postage	166.40	180.00	-13.60	92.44 %
4606 Rent	13,955.32	41,796.00	-27,840.68	33.39 %
4607 Advertising		240.00	-240.00	
4608 Telephone	2,423.14	8,199.60	-5,776.46	29.55 %
4609 Other Misc Svc Costs		60.00	-60.00	
4610 Investment Acct Bank Fees	150.00		150.00	
Total 4600 Office/Admin Expense	19,216.50	60,015.60	-40,799.10	32.02 %
4900 Board Expenses	338.75	6,200.00	-5,861.25	5.46 %
4910 Prof Dev/Meetings		1,200.00	-1,200.00	
4920 Lobbying Expenses	2,673.68	10,000.00	-7,326.32	26.74 %
4940 Tenant Improvements		750.00	-750.00	
5000 Committee Expenses	87.50	550.00	-462.50	15.91 %
5100 Member-Related (non-travel)	25.00	1,600.00	-1,575.00	1.56 %
5210 Dues/Subscriptions				
5211 Publication Subscriptions	3,200.00	9,000.00	-5,800.00	35.56 %
5212 Prof Memberships	1,595.00	2,495.00	-900.00	63.93 %

American Council of Engineering Companies of Penns

Budget vs. Actuals: FY 2021-2022 - FY22 P&L

July 2021 - June 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5213 Subscriptions	16,022.59	25,850.00	-9,827.41	61.98 %
Total 5210 Dues/Subscriptions	20,817.59	37,345.00	-16,527.41	55.74 %
5520 Professional Services				
5521 Legal		1,200.00	-1,200.00	
5522 Accountant	8,781.25	23,000.00	-14,218.75	38.18 %
5523 Computer/IT	2,640.89	10,800.00	-8,159.11	24.45 %
5525 Public Relations	20,000.00	62,000.00	-42,000.00	32.26 %
Total 5520 Professional Services	31,422.14	97,000.00	-65,577.86	32.39 %
5600 Travel Expenses				
5601 ACEC/NACEC Event Expenses	0.00	9,700.00	-9,700.00	0.00 %
5604 Legislative Travel Expense		300.00	-300.00	
5605 Staff/Membership Related Travel	5.10	350.00	-344.90	1.46 %
Total 5600 Travel Expenses	5.10	10,350.00	-10,344.90	0.05 %
5610 Auto Expenses				
5611 Vehicle Maintenance	92.31	180.00	-87.69	51.28 %
5612 Vehicle Lease	1,576.29	7,284.00	-5,707.71	21.64 %
5613 Vehicle Gas/Tolls/Parking	98.30	820.00	-721.70	11.99 %
Total 5610 Auto Expenses	1,766.90	8,284.00	-6,517.10	21.33 %
6010 Depreciation Expense	190.14	3,368.68	-3,178.54	5.64 %
9210 Minor A/R Write-Off	0.01		0.01	
Total Expenditures	\$169,122.53	\$768,706.48	\$ -599,583.95	22.00 %
NET OPERATING REVENUE	\$385,340.76	\$ -27,340.26	\$412,681.02	-1,409.43 %
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	\$385,340.76	\$ -27,340.26	\$412,681.02	-1,409.43 %

American Council of Engineering Companies of Penns

Statement of Financial Position

As of August 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
4135 Scholarship Account	19,932.68
5407 Wells Fargo Checking	638,954.26
9758 Wells Fargo Money Market	129,803.14
Total Bank Accounts	\$788,690.08
Accounts Receivable	
1200 *Accounts Receivable	47,835.29
1201 Allowance for Bad Debts	0.00
Total Accounts Receivable	\$47,835.29
Other Current Assets	
1010C1 Unrealized G (L) ML Reserved	0.00
1010D1 Unrealized G (L)Wells Fargo-Inv Reserved	0.00
1010R Investment Acct - cash reclass	0.00
1010SN Investment acct - cash portion	0.00
1210 Prepaid Expenses	0.00
1210.1 Prepaid Meetings and Events	250.00
1210.2 Prepaid Insurance	22.56
Total 1210 Prepaid Expenses	272.56
1499 Undeposited Funds	750.00
Total Other Current Assets	\$1,022.56
Total Current Assets	\$837,547.93
Fixed Assets	
1062 Office Equipment	0.00
1062A Original Cost	34,883.06
1062B Accumulated Depreciation	-21,073.29
Total 1062 Office Equipment	13,809.77
1063 Lease Improvements	3,410.00
Total Fixed Assets	\$17,219.77
TOTAL ASSETS	\$854,767.70

American Council of Engineering Companies of Penns

Statement of Financial Position

As of August 31, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2200 *Accounts Payable	5,125.70
Total Accounts Payable	\$5,125.70
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	-0.50
2502 Capital Lease Obligation	2,507.73
25600 Dues Owed to National	0.00
25610 Dues Owed to National - Current	67,974.45
25615 Prepaid ACEC Dues-Anniversary Billing	3,625.86
25620 Dues Owed to National - Past Due	17,896.21
Total 25600 Dues Owed to National	89,496.52
25700 Accrued Payroll and Taxes	3,270.00
25800 ACCRUED VACATION	5,476.41
3315 Scholarship Donations	475.00
PA Department of Revenue Payable	0.00
Total Other Current Liabilities	\$101,225.16
Total Current Liabilities	\$106,350.86
Total Liabilities	\$106,350.86
Equity	
2900 Opening Bal Equity	0.00
2960 Retained Earnings	339,845.25
3100 Scholarship (Golf Outing) Restricted Net Assets	0.00
Net Revenue	408,571.59
Total Equity	\$748,416.84
TOTAL LIABILITIES AND EQUITY	\$854,767.70

**American Council of Engineering Companies of Pennsylvania
2021-2022 Meeting Profitability Snapshot**

Central Chapter	
To Date Revenue	\$ -
To Date Expense	\$ -
<i>To Date Net</i>	<i>\$ -</i>

Fall Conference	
To Date Revenue	\$ 29,833.50
To Date Expense	\$ 1,000.00
<i>To Date Net</i>	<i>\$ 28,833.50</i>

Eastern Chapter	
To Date Revenue	\$ 35.00
To Date Expense	\$ 2,021.25
<i>To Date Net</i>	<i>\$ (1,986.25)</i>

Diamond Awards	
To Date Revenue	\$ 2,867.00
To Date Expense	\$ 6,000.00
<i>To Date Net</i>	<i>\$ (3,133.00)</i>

Western Chapter	
To Date Revenue	\$ -
To Date Expense	\$ -
<i>To Date Net</i>	<i>\$ -</i>

Legislative Day	
To Date Revenue	\$ 8,510.50
To Date Expense	\$ -
<i>To Date Net</i>	<i>\$ 8,510.50</i>

Government Affairs Breakfast	
To Date Revenue	\$ -
To Date Expense	\$ -
<i>To Date Net</i>	<i>\$ -</i>

Spring Conference	
To Date Revenue	\$ 2,581.50
To Date Expense	\$ 611.00
<i>To Date Net</i>	<i>\$ 1,970.50</i>

Annual Leadership Meeting	
To Date Revenue	\$ 6,243.50
To Date Expense	\$ -
<i>To Date Net</i>	<i>\$ 6,243.50</i>

Net Total: \$ 40,438.75

8/31/2021 ac

American Council of Engineering Companies of Penns

Statement of Activity Comparison

July - August, 2021

	TOTAL			
	JUL - AUG, 2021	JUL - AUG, 2020 (PY)	CHANGE	% CHANGE
Revenue				
3000 Dues Income				
3001 Base ACEC/PA Dues	47,500.00	48,000.00	-500.00	-1.04 %
3002 ACEC/PA Dues	348,456.10	346,041.47	2,414.63	0.70 %
3003 Affiliate Dues	31,482.00	30,210.00	1,272.00	4.21 %
Total 3000 Dues Income	427,438.10	424,251.47	3,186.63	0.75 %
3009 ACEC BIT Royalty		1,660.00	-1,660.00	-100.00 %
3015 Member Directory Income	600.00		600.00	
3016 Newsletter Advertising Income	130.00		130.00	
3300 Meetings				
3301 Central Chapter Meeting		2,450.00	-2,450.00	-100.00 %
3302 Eastern Chapter Meeting	35.00	910.00	-875.00	-96.15 %
3303 Western Chapter Meeting		1,365.00	-1,365.00	-100.00 %
3304 Govt Affairs Breakfast		1,190.00	-1,190.00	-100.00 %
3305 Annual Meeting				
3305.1 Annual Meeting Sponsorships	2,768.50	1,832.75	935.75	51.06 %
3305.2 Annual Meeting Registrations	3,475.00		3,475.00	
Total 3305 Annual Meeting	6,243.50	1,832.75	4,410.75	240.66 %
3306 Spring Conference				
3306.1 Spring Conference Sponsorships	2,043.50	4,618.00	-2,574.50	-55.75 %
3306.2 Spring Conference Registrations	538.00	1,196.00	-658.00	-55.02 %
Total 3306 Spring Conference	2,581.50	5,814.00	-3,232.50	-55.60 %
3307 ACEC/PA Fall Conference				
3307.1 Fall Conference Sponsorships	18,100.50	500.00	17,600.50	3,520.10 %
3307.2 Fall Conference Registrations	11,733.00		11,733.00	
Total 3307 ACEC/PA Fall Conference	29,833.50	500.00	29,333.50	5,866.70 %
3308 Diamond Awards				
3308.1 Diamond Awards Sponsorships	2,462.00		2,462.00	
3308.2 Diamond Awards Registrations	405.00		405.00	
Total 3308 Diamond Awards	2,867.00		2,867.00	
3309 Scholarship Golf Outing				
3309.1 Golf Outing Sponsorships	14,500.00		14,500.00	
3309.2 Golf Outing Registrations	17,375.00		17,375.00	
Total 3309 Scholarship Golf Outing	31,875.00		31,875.00	
3403 Legislative Day	8,510.50	6,292.00	2,218.50	35.26 %
Total 3300 Meetings	81,946.00	20,353.75	61,592.25	302.61 %

American Council of Engineering Companies of Penns

Statement of Activity Comparison

July - August, 2021

	TOTAL			
	JUL - AUG, 2021	JUL - AUG, 2020 (PY)	CHANGE	% CHANGE
3900 Investment Income				
3901 Interest	7.35	4.13	3.22	77.97 %
3901.1 Interest from Money Market Account	2.20	2.20	0.00	0.00 %
3901.2 Interest from Scholarship Account	0.33		0.33	
Total 3901 Interest	9.88	6.33	3.55	56.08 %
Total 3900 Investment Income	9.88	6.33	3.55	56.08 %
3951 Misc Income	93.03	446.87	-353.84	-79.18 %
Total Revenue	\$510,217.01	\$446,718.42	\$63,498.59	14.21 %
GROSS PROFIT	\$510,217.01	\$446,718.42	\$63,498.59	14.21 %
Expenditures				
4000 Payroll Expenditures				
4001 Salaries	40,504.52	34,149.59	6,354.93	18.61 %
4001.1 Salaries - Vacation	670.84		670.84	
Total 4001 Salaries	41,175.36	34,149.59	7,025.77	20.57 %
4002 Payroll Taxes	3,098.60	1,969.83	1,128.77	57.30 %
4002.1 Payroll Tax Credits	-14,667.43	-2,216.56	-12,450.87	-561.72 %
Total 4002 Payroll Taxes	-11,568.83	-246.73	-11,322.10	-4,588.86 %
4003 Employee Benefits	5,475.96	3,426.01	2,049.95	59.83 %
4004 Retirement	2,329.44	1,440.63	888.81	61.70 %
4005 Payroll Fees	312.56	59.25	253.31	427.53 %
Total 4000 Payroll Expenditures	37,724.49	38,828.75	-1,104.26	-2.84 %
4300 Meetings Expense				
4303 Eastern Chapter Mtg Expense				
4303.3 Eastern Chapter Mtg F&B	2,021.25	2,021.25	0.00	0.00 %
Total 4303 Eastern Chapter Mtg Expense	2,021.25	2,021.25	0.00	0.00 %
4306 Diamond Awards Expense				
4306.3 Diamond Awards F&B	6,000.00	1,000.00	5,000.00	500.00 %
Total 4306 Diamond Awards Expense	6,000.00	1,000.00	5,000.00	500.00 %
4308 Spring Conference Expense				
4308.4 Spring Conference AV/Rm Rental	611.00		611.00	
Total 4308 Spring Conference Expense	611.00		611.00	
4309 ACEC/PA Fall Conference Expense				
4309.3 Fall Conference F&B	0.00	900.00	-900.00	-100.00 %
4309.4 Fall Conference AV/Rm Rental	1,000.00		1,000.00	
Total 4309 ACEC/PA Fall Conference Expense	1,000.00	900.00	100.00	11.11 %

American Council of Engineering Companies of Penns

Statement of Activity Comparison

July - August, 2021

	TOTAL			
	JUL - AUG, 2021	JUL - AUG, 2020 (PY)	CHANGE	% CHANGE
4310 Scholarship Golf Outing Expense				
4310.2 Golf Outing Travel	25.30		25.30	
4310.3 Golf Outing F&B	546.88		546.88	
4310.5 Golf Outing Supplies	1,102.69		1,102.69	
4310.6 Other Golf Outing Expenses	105.00		105.00	
Total 4310 Scholarship Golf Outing Expense	1,779.87		1,779.87	
Total 4300 Meetings Expense	11,412.12	3,921.25	7,490.87	191.03 %
4400 Insurance				
4401 Business Insurance	1,592.47	662.00	930.47	140.55 %
4402 Workers Comp Insurance	356.11	341.86	14.25	4.17 %
4403 Auto Insurance	580.47	599.97	-19.50	-3.25 %
4404 Directors & Officers Liability	1,549.00	1,528.00	21.00	1.37 %
4405 ERISA Retirement Insurance	90.00	180.00	-90.00	-50.00 %
Total 4400 Insurance	4,168.05	3,311.83	856.22	25.85 %
4500 Office Supplies and Expenses				
4501 Supplies	200.96	98.55	102.41	103.92 %
4502 Copier Supplies/Equipment	13.20	19.28	-6.08	-31.54 %
4502.1 Interest Paid - Copier Lease	22.13	31.77	-9.64	-30.34 %
Total 4502 Copier Supplies/Equipment	35.33	51.05	-15.72	-30.79 %
4503 Office Expense/Gifts	181.93		181.93	
Total 4500 Office Supplies and Expenses	418.22	149.60	268.62	179.56 %
4600 Office/Admin Expense				
4601 Bank Monthly Charges	79.90	79.90	0.00	0.00 %
4602 CC Transaction Fees	754.61	147.88	606.73	410.29 %
4603 Internet Services	786.67	428.65	358.02	83.52 %
4605 Postage	166.40	63.80	102.60	160.82 %
4606 Rent	6,977.66	7,080.08	-102.42	-1.45 %
4608 Telephone	1,571.11	1,306.45	264.66	20.26 %
4609 Other Misc Svc Costs		36.00	-36.00	-100.00 %
Total 4600 Office/Admin Expense	10,336.35	9,142.76	1,193.59	13.06 %
4900 Board Expenses	188.75	900.00	-711.25	-79.03 %
4910 Prof Dev/Meetings		-495.00	495.00	100.00 %
4920 Lobbying Expenses	1,340.34	1,333.34	7.00	0.53 %
5210 Dues/Subscriptions				
5211 Publication Subscriptions	3,200.00	1,975.00	1,225.00	62.03 %
5212 Prof Memberships	1,395.00	1,000.00	395.00	39.50 %
5213 Subscriptions	16,000.01	13,700.45	2,299.56	16.78 %
Total 5210 Dues/Subscriptions	20,595.01	16,675.45	3,919.56	23.50 %

American Council of Engineering Companies of Penns

Statement of Activity Comparison

July - August, 2021

	TOTAL			
	JUL - AUG, 2021	JUL - AUG, 2020 (PY)	CHANGE	% CHANGE
5520 Professional Services				
5521 Legal		79.00	-79.00	-100.00 %
5522 Accountant	1,000.00		1,000.00	
5523 Computer/IT	2,425.29	2,171.30	253.99	11.70 %
5525 Public Relations	10,000.00	10,000.00	0.00	0.00 %
Total 5520 Professional Services	13,425.29	12,250.30	1,174.99	9.59 %
5600 Travel Expenses				
5601 ACEC/NACEC Event Expenses	750.00		750.00	
Total 5600 Travel Expenses	750.00		750.00	
5610 Auto Expenses				
5612 Vehicle Lease	1,050.86	1,050.86	0.00	0.00 %
5613 Vehicle Gas/Tolls/Parking	45.80	104.97	-59.17	-56.37 %
Total 5610 Auto Expenses	1,096.66	1,155.83	-59.17	-5.12 %
6010 Depreciation Expense	190.14	380.28	-190.14	-50.00 %
Total Expenditures	\$101,645.42	\$87,554.39	\$14,091.03	16.09 %
NET OPERATING REVENUE	\$408,571.59	\$359,164.03	\$49,407.56	13.76 %
NET REVENUE	\$408,571.59	\$359,164.03	\$49,407.56	13.76 %

American Council of Engineering Companies of Penns

Statement of Financial Position Comparison

As of August 31, 2021

	TOTAL			
	AS OF AUG 31, 2021	AS OF AUG 31, 2020 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
4135 Scholarship Account	19,932.68	26,968.76	-7,036.08	-26.09 %
5407 Wells Fargo Checking	638,954.26	444,038.91	194,915.35	43.90 %
9758 Wells Fargo Money Market	129,803.14	129,940.16	-137.02	-0.11 %
Total Bank Accounts	\$788,690.08	\$600,947.83	\$187,742.25	31.24 %
Accounts Receivable				
1200 *Accounts Receivable	47,835.29	146,222.56	-98,387.27	-67.29 %
1201 Allowance for Bad Debts	0.00	0.00	0.00	
Total Accounts Receivable	\$47,835.29	\$146,222.56	\$ -98,387.27	-67.29 %
Other Current Assets				
1010C1 Unrealized G (L) ML Reserved	0.00	796.06	-796.06	-100.00 %
1010D1 Unrealized G (L)Wells Fargo-Inv Reserved	0.00	-6,194.42	6,194.42	100.00 %
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	0.00	0.00	0.00	
1210.1 Prepaid Meetings and Events	250.00	0.00	250.00	
1210.2 Prepaid Insurance	22.56	0.00	22.56	
Total 1210 Prepaid Expenses	272.56	0.00	272.56	
1499 Undeposited Funds	750.00	770.00	-20.00	-2.60 %
Total Other Current Assets	\$1,022.56	\$ -4,628.36	\$5,650.92	122.09 %
Total Current Assets	\$837,547.93	\$742,542.03	\$95,005.90	12.79 %
Fixed Assets				
1062 Office Equipment	0.00	0.00	0.00	
1062A Original Cost	34,883.06	32,102.06	2,781.00	8.66 %
1062B Accumulated Depreciation	-21,073.29	-16,782.75	-4,290.54	-25.57 %
Total 1062 Office Equipment	13,809.77	15,319.31	-1,509.54	-9.85 %
1063 Lease Improvements	3,410.00	3,410.00	0.00	0.00 %
Total Fixed Assets	\$17,219.77	\$18,729.31	\$ -1,509.54	-8.06 %
TOTAL ASSETS	\$854,767.70	\$761,271.34	\$93,496.36	12.28 %

American Council of Engineering Companies of Penns

Statement of Financial Position Comparison

As of August 31, 2021

	TOTAL			
	AS OF AUG 31, 2021	AS OF AUG 31, 2020 (PY)	CHANGE	% CHANGE
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2200 *Accounts Payable	5,125.70	2,793.83	2,331.87	83.46 %
Total Accounts Payable	\$5,125.70	\$2,793.83	\$2,331.87	83.46 %
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	-0.50	957.75	-958.25	-100.05 %
2502 Capital Lease Obligation	2,507.73	3,670.64	-1,162.91	-31.68 %
25600 Dues Owed to National	0.00	0.00	0.00	
25610 Dues Owed to National - Current	67,974.45	97,877.80	-29,903.35	-30.55 %
25615 Prepaid ACEC Dues-Anniversary Billing	3,625.86	1,154.20	2,471.66	214.14 %
25620 Dues Owed to National - Past Due	17,896.21	24,049.04	-6,152.83	-25.58 %
Total 25600 Dues Owed to National	89,496.52	123,081.04	-33,584.52	-27.29 %
25700 Accrued Payroll and Taxes	3,270.00	0.00	3,270.00	
25800 ACCRUED VACATION	5,476.41	26,542.02	-21,065.61	-79.37 %
3315 Scholarship Donations	475.00	1,000.00	-525.00	-52.50 %
PA Department of Revenue Payable	0.00	0.00	0.00	
Total Other Current Liabilities	\$101,225.16	\$155,251.45	\$ -54,026.29	-34.80 %
Total Current Liabilities	\$106,350.86	\$158,045.28	\$ -51,694.42	-32.71 %
Total Liabilities	\$106,350.86	\$158,045.28	\$ -51,694.42	-32.71 %
Equity				
2900 Opening Bal Equity	0.00	0.00	0.00	
2960 Retained Earnings	339,845.25	244,062.21	95,783.04	39.25 %
3100 Scholarship (Golf Outing) Restricted Net Assets	0.00	-0.18	0.18	100.00 %
Net Revenue	408,571.59	359,164.03	49,407.56	13.76 %
Total Equity	\$748,416.84	\$603,226.06	\$145,190.78	24.07 %
TOTAL LIABILITIES AND EQUITY	\$854,767.70	\$761,271.34	\$93,496.36	12.28 %

Consulting Engineers of Pennsylvania PAC

Statement of Activity

January - August, 2021

	TOTAL
Revenue	
4001 Contributions	11,200.00
Total Revenue	\$11,200.00
GROSS PROFIT	\$11,200.00
Expenditures	
6002 CC Fees	159.00
6003 Legal & Professional Services	364.06
6100 Campaign Donations	2,000.00
Total Expenditures	\$2,523.06
NET OPERATING REVENUE	\$8,676.94
NET REVENUE	\$8,676.94

Consulting Engineers of Pennsylvania PAC

Statement of Financial Position

As of August 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1001 Wells Fargo Checking	34,242.44
Total Bank Accounts	\$34,242.44
Total Current Assets	\$34,242.44
TOTAL ASSETS	\$34,242.44
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	8,676.94
Total Equity	\$34,242.44
TOTAL LIABILITIES AND EQUITY	\$34,242.44

PA Consulting Engineers PAC

Statement of Activity

January - August, 2021

	TOTAL
Revenue	
Total Revenue	
GROSS PROFIT	\$0.00
Expenditures	
6000 General & Administrative	
6003 Legal & Professional Services	959.30
Total 6000 General & Administrative	959.30
Total Expenditures	\$959.30
NET OPERATING REVENUE	\$ -959.30
NET REVENUE	\$ -959.30

PA Consulting Engineers PAC

Statement of Financial Position

As of August 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1001 Wells Fargo Checking	5,366.80
Total Bank Accounts	\$5,366.80
Other Current Assets	
1200 Bank Clearing Account	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$5,366.80
TOTAL ASSETS	\$5,366.80
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	-959.30
Total Equity	\$5,366.80
TOTAL LIABILITIES AND EQUITY	\$5,366.80

Caution: Forms printed from within Adobe Acrobat products may not meet IRS or state taxing agency specifications. When using Acrobat, select the "Actual Size" in the Adobe "Print" dialog.

CLIENT'S COPY

DRAFT2



ADVISORS for WHAT'S NEXT

AMERICAN COUNCIL OF ENGINEERING
COMPANIES OF PENNSYLVANIA
800 NORTH THIRD STREET, SUITE 301
HARRISBURG, PA 17102

DEAR CLIENT:

ENCLOSED ARE THE ORIGINAL AND ONE COPY OF THE 2020 EXEMPT ORGANIZATION RETURN,
AS FOLLOWS...

2020 FORM 990

EACH ORIGINAL SHOULD BE DATED, SIGNED AND FILED IN ACCORDANCE WITH THE FILING
INSTRUCTIONS. THE COPY SHOULD BE RETAINED FOR YOUR FILES.

PLEASE REVIEW THE RETURN FOR COMPLETENESS AND ACCURACY.

WE PREPARED THE RETURN FROM INFORMATION YOU FURNISHED US WITHOUT
VERIFICATION. UPON EXAMINATION OF THE RETURN BY TAX AUTHORITIES, REQUESTS MAY
BE MADE FOR UNDERLYING DATA. WE THEREFORE RECOMMEND THAT YOU PRESERVE ALL
RECORDS WHICH YOU MAY BE CALLED UPON TO PRODUCE IN CONNECTION WITH SUCH
POSSIBLE EXAMINATIONS.

YOUR RETURN(S) HAVE BEEN DESIGNATED FOR ELECTRONIC FILING. WE CANNOT TRANSMIT
YOUR RETURN(S) UNTIL WE RECEIVE YOUR SIGNED E-FILE AUTHORIZATION FORM(S). FOR
YOUR CONVENIENCE, YOU MAY RETURN THE SIGNED FORM(S) VIA ONE OF THE FOLLOWING
METHODS:

- E-MAIL AS A PDF ATTACHMENT TO EFILEYORK@RKLCPA.COM
- MAIL THE FORM(S) IN THE ENCLOSED ENVELOPE
- FAX THE SIGNED FORM(S) TO OUR OFFICE 717-854-0533, ATTN: EFILEYORK

WE SINCERELY APPRECIATE THE OPPORTUNITY TO SERVE YOU. PLEASE CONTACT US IF
YOU HAVE ANY QUESTIONS CONCERNING THE TAX RETURN.

WE RECOMMEND THAT YOU USE CERTIFIED MAIL WITH POST MARKED RECEIPT FOR PROOF
OF TIMELY FILING.

SINCERELY,

RKL LLP

TAX RETURN FILING INSTRUCTIONS

FORM 990

FOR THE YEAR ENDING

JUNE 30, 2021

PREPARED FOR:

AMERICAN COUNCIL OF ENGINEERING
COMPANIES OF PENNSYLVANIA
800 NORTH THIRD STREET, SUITE 301
HARRISBURG, PA 17102

PREPARED BY:

RKL LLP
3501 CONCORD ROAD, PO BOX 21439
YORK, PA 17402

AMOUNT DUE OR REFUND:

NOT APPLICABLE

MAKE CHECK PAYABLE TO:

NOT APPLICABLE

MAIL TAX RETURN AND CHECK (IF APPLICABLE) TO:

THIS RETURN HAS BEEN PREPARED FOR ELECTRONIC FILING. PLEASE SIGN
AND RETURN FORM 8879-EO TO OUR OFFICE. WE WILL THEN TRANSMIT YOUR
RETURN ELECTRONICALLY TO THE IRS.

RETURN MUST BE MAILED ON OR BEFORE:

RETURN FEDERAL FORM 8879-EO TO US BY NOVEMBER 15, 2021.

SPECIAL INSTRUCTIONS:

IRS e-file Signature Authorization for an Exempt Organization

OMB No. 1545-0047

Form **8879-EO**For calendar year 2020, or fiscal year beginning JUL 1, 2020, and ending JUN 30, 2021**2020**Department of the Treasury
Internal Revenue Service

▶ Do not send to the IRS. Keep for your records.

▶ Go to www.irs.gov/Form8879EO for the latest information.

Name of exempt organization or person subject to tax

**AMERICAN COUNCIL OF ENGINEERING
COMPANIES OF PENNSYLVANIA**

Taxpayer identification number

23-7293484

Name and title of officer or person subject to tax

**LEEANN SHERMAN
EXECUTIVE DIRECTOR****Part I Type of Return and Return Information** (Whole Dollars Only)

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line **1a, 2a, 3a, 4a, 5a, 6a, or 7a** below, and the amount on that line for the return being filed with this form was blank, then leave line **1b, 2b, 3b, 4b, 5b, 6b, or 7b**, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than one line in Part I.

1a Form 990 check here ▶ <input checked="" type="checkbox"/>	b Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b <u>673,383.</u>
2a Form 990-EZ check here ▶ <input type="checkbox"/>	b Total revenue, if any (Form 990-EZ, line 9)	2b _____
3a Form 1120-POL check here ▶ <input type="checkbox"/>	b Total tax (Form 1120-POL, line 22)	3b _____
4a Form 990-PF check here ▶ <input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part VI, line 5)	4b _____
5a Form 8868 check here ▶ <input type="checkbox"/>	b Balance due (Form 8868, line 3c)	5b _____
6a Form 990-T check here ▶ <input type="checkbox"/>	b Total tax (Form 990-T, Part III, line 4)	6b _____
7a Form 4720 check here ▶ <input type="checkbox"/>	b Total tax (Form 4720, Part III, line 1)	7b _____

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that ☒ I am an officer of the above organization or ☐ I am a person subject to tax with respect to (name of organization) _____, (EIN) _____ and that I have examined a copy

of the 2020 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

☒ I authorize RKL LLP to enter my PIN 17111
ERO firm name Enter five numbers, but do not enter all zeros

as my signature on the tax year 2020 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer or person subject to tax with respect to the organization, I will enter my PIN as my signature on the tax year 2020 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax ▶ ***** THIS IS NOT A FILEABLE COPY *** Date ▶

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

24623317402

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2020 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163**, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶ DOUGLAS L. BERMAN, CPA Date ▶ 10/01/21

**ERO Must Retain This Form - See Instructions
Do Not Submit This Form to the IRS Unless Requested To Do So**

Form **990**Department of the Treasury
Internal Revenue Service**Return of Organization Exempt From Income Tax**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2020Open to Public
Inspection**A** For the 2020 calendar year, or tax year beginning **JUL 1, 2020** and ending **JUN 30, 2021****B** Check if applicable:

- ☐ Address change
☐ Name change
☐ Initial return
☐ Final return/terminated
☐ Amended return
☐ Application pending

C Name of organization**AMERICAN COUNCIL OF ENGINEERING
COMPANIES OF PENNSYLVANIA**

Doing business as

Number and street (or P.O. box if mail is not delivered to street address) Room/suite
800 NORTH THIRD STREET, SUITE 301City or town, state or province, country, and ZIP or foreign postal code
HARRISBURG, PA 17102**F** Name and address of principal officer: **LEEANN SHERMAN
SAME AS C ABOVE****D** Employer identification number**23-7293484****E** Telephone number**800-651-1946****G** Gross receipts \$**673,383.****H(a)** Is this a group returnfor subordinates? ☐ Yes ☒ No**H(b)** Are all subordinates included? ☐ Yes ☐ No

If "No," attach a list. See instructions

H(c) Group exemption number ▶**I** Tax-exempt status: ☐ 501(c)(3) ☒ 501(c) (**6**) ◀ (insert no.) ☐ 4947(a)(1) or ☐ 527**J** Website: ▶ **WWW.ACECPA.ORG****K** Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶**L** Year of formation: **1974****M** State of legal domicile: **PA****Part I Summary**

Activities & Governance	1	Briefly describe the organization's mission or most significant activities: TO PROMOTE THE PUBLIC WELFARE AND ENHANCE THE REPUTATION OF THE CONSULTING ENGINEER
	2	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.
	3	Number of voting members of the governing body (Part VI, line 1a) 3 17
	4	Number of independent voting members of the governing body (Part VI, line 1b) 4 17
	5	Total number of individuals employed in calendar year 2020 (Part V, line 2a) 5 3
	6	Total number of volunteers (estimate if necessary) 6 17
	7a	Total unrelated business revenue from Part VIII, column (C), line 12 7a 0.
7b	Net unrelated business taxable income from Form 990-T, Part I, line 11 7b 0.	
Revenue	8	Contributions and grants (Part VIII, line 1h) 12,520. 0.
	9	Program service revenue (Part VIII, line 2g) 696,578. 627,502.
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d) 7,276. 13.
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) 7,988. 45,868.
	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12) 724,362. 673,383.
	Expenses	13
14		Benefits paid to or for members (Part IX, column (A), line 4) 0. 0.
15		Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10) 303,523. 310,287.
16a		Professional fundraising fees (Part IX, column (A), line 11e) 0. 0.
b		Total fundraising expenses (Part IX, column (D), line 25) ▶ 0.
17		Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e) 331,064. 263,289.
18		Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25) 646,587. 581,087.
19	Revenue less expenses. Subtract line 18 from line 12 77,775. 92,296.	
Net Assets or Fund Balances	20	Total assets (Part X, line 16) 331,997. 415,089.
	21	Total liabilities (Part X, line 26) 84,449. 75,245.
	22	Net assets or fund balances. Subtract line 21 from line 20 247,548. 339,844.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer	Date			
	LEEANN SHERMAN, EXECUTIVE DIRECTOR Type or print name and title				
Paid Preparer Use Only	Print/Type preparer's name DOUGLAS L. BERMAN, CPA	Preparer's signature DOUGLAS L. BERMAN, C	Date 10/01/21	Check if self-employed <input type="checkbox"/>	PTIN P01269555
	Firm's name ▶ RKL LLP	Firm's EIN ▶ 23-2108173			
	Firm's address ▶ 3501 CONCORD ROAD, PO BOX 21439 YORK, PA 17402	Phone no. 717-843-3804			

May the IRS discuss this return with the preparer shown above? See instructions

☒ Yes ☐ No

AMERICAN COUNCIL OF ENGINEERING
COMPANIES OF PENNSYLVANIA

Form 990 (2020)

23-7293484 Page 2

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III ☒

1 Briefly describe the organization's mission:

TO PROMOTE THE PUBLIC WELFARE AND ENHANCE THE REPUTATION OF THE
CONSULTING ENGINEER BY ENCOURAGING THE MAINTENANCE OF THE HIGHEST
STANDARDS OF PROFESSIONAL ETHICS AND PRACTICE, TO ENCOURAGE THE
INTELLECTUAL AND SCIENTIFIC ADVANCEMENT AND DEVELOPMENT OF THE MEMBERS

2 Did the organization undertake any significant program services during the year which were not listed on the
prior Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses.
Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and
revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ including grants of \$) (Revenue \$)

TO AID CONSULTING ENGINEERS IN THE BETTERMENT OF THEIR PROFESSION
THROUGH MEETINGS AND EDUCATION FOR THE MEMBERS.

DUE TO THE ONGOING CIRCUMSTANCES SURROUNDING COVID-19, THE ORGANIZATION
ADAPTED WITH CHANGES TO MEMBER EVENTS, NETWORKING, MESSAGING AND
COMMUNICATIONS, AND RESTRUCTURED AREAS OF FOCUS TO BETTER MEET MEMBER
NEEDS.

4b (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4c (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4d Other program services (Describe on Schedule O.)

(Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses

**AMERICAN COUNCIL OF ENGINEERING
COMPANIES OF PENNSYLVANIA**

Form 990 (2020)

23-7293484 Page **3**

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	1	X
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ?	2	X
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>	3	X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>	4	N/A
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III</i>	5	X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>	6	X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>	7	X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>	8	X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>	9	X
10 Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? <i>If "Yes," complete Schedule D, Part V</i>	10	X
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	11a	X
b Did the organization report an amount for investments - other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>	11b	X
c Did the organization report an amount for investments - program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>	11c	X
d Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>	11d	X
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>	11e	X
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>	11f	X
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>	12a	X
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>	12b	X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>	13	X
14a Did the organization maintain an office, employees, or agents outside of the United States?	14a	X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>	14b	X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>	15	X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>	16	X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I</i>	17	X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>	18	X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>	19	X
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>	20a	X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b	
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>	21	X

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Part IV Checklist of Required Schedules (continued)

	Yes	No
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>	22 X	
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>	23 X	
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>	24a	X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b	
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c	
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d	
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>	25a N/A	
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>	25b N/A	
26 Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part II</i>	26	X
27 Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>	27	X
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions, for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? <i>If "Yes," complete Schedule L, Part IV</i>	28a	X
b A family member of any individual described in line 28a? <i>If "Yes," complete Schedule L, Part IV</i>	28b	X
c A 35% controlled entity of one or more individuals and/or organizations described in lines 28a or 28b? <i>If "Yes," complete Schedule L, Part IV</i>	28c	X
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>	29	X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>	30	X
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>	31	X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>	32	X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>	33	X
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>	34 X	
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a	X
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>	35b	
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>	36 N/A	
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>	37	X
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? Note: All Form 990 filers are required to complete Schedule O	38 X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V ☒

	Yes	No
1a Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable	1a 10	
b Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable	1b 0	
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c X	

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Part V **Statements Regarding Other IRS Filings and Tax Compliance** (continued)

		Yes	No
2a Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a 3		
b If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	2b	X	
Note: If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)			
3a Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a		X
b If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O	3b		
4a At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a		X
b If "Yes," enter the name of the foreign country See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).			
5a Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a		X
b Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b		X
c If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c		
6a Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a		X
b If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b		
7 Organizations that may receive deductible contributions under section 170(c). N/A			
a Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	7a		
b If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b		
c Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c		
d If "Yes," indicate the number of Forms 8282 filed during the year	7d		
e Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e		X
f Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f		X
g If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g	N/A	
h If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h	N/A	
8 Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year? N/A	8		
9 Sponsoring organizations maintaining donor advised funds.			
a Did the sponsoring organization make any taxable distributions under section 4966? N/A	9a		
b Did the sponsoring organization make a distribution to a donor, donor advisor, or related person? N/A	9b		
10 Section 501(c)(7) organizations. Enter:			
a Initiation fees and capital contributions included on Part VIII, line 12 N/A	10a		
b Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b		
11 Section 501(c)(12) organizations. Enter:			
a Gross income from members or shareholders N/A	11a		
b Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b		
12a Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a		
b If "Yes," enter the amount of tax-exempt interest received or accrued during the year N/A	12b		
13 Section 501(c)(29) qualified nonprofit health insurance issuers.			
a Is the organization licensed to issue qualified health plans in more than one state? N/A	13a		
Note: See the instructions for additional information the organization must report on Schedule O.			
b Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b		
c Enter the amount of reserves on hand	13c		
14a Did the organization receive any payments for indoor tanning services during the tax year?	14a		X
b If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O	14b		
15 Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year?	15		X
If "Yes," see instructions and file Form 4720, Schedule N.			
16 Is the organization an educational institution subject to the section 4968 excise tax on net investment income?	16		X
If "Yes," complete Form 4720, Schedule O.			

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Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI ☒ X

Section A. Governing Body and Management

		Yes	No
1a Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.	1a	17	
b Enter the number of voting members included on line 1a, above, who are independent	1b	17	
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2	X	
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?	3		X
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4		X
5 Did the organization become aware during the year of a significant diversion of the organization's assets?	5		X
6 Did the organization have members or stockholders?	6	X	
7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7a	X	
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7b		X
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:			
a The governing body?	8a	X	
b Each committee with authority to act on behalf of the governing body?	8b	X	
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O	9		X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

		Yes	No
10a Did the organization have local chapters, branches, or affiliates?	10a		X
b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b		
11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a	X	
b Describe in Schedule O the process, if any, used by the organization to review this Form 990.			
12a Did the organization have a written conflict of interest policy? If "No," go to line 13	12a	X	
b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b	X	
c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done	12c	X	
13 Did the organization have a written whistleblower policy?	13	X	
14 Did the organization have a written document retention and destruction policy?	14	X	
15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?			
a The organization's CEO, Executive Director, or top management official	15a		X
b Other officers or key employees of the organization	15b		X
If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).			
16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a		X
b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed ► NONE

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
☐ Own website ☐ Another's website ☒ Upon request ☐ Other (explain on Schedule O)

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records ►
LEEANN SHERMAN - 800-651-1946
800 NORTH THIRD STREET, SUITE 301, HARRISBURG, PA 17102

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Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII ☐

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
 - List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
 - List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
 - List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
 - List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.
- See instructions for the order in which to list the persons above.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) ERIC FRARY (UNTIL 06/03/21) IMMEDIATE PAST PRESIDENT	1.00	X		X				0.	0.	0.
(2) TROY HOLLOWAY PRESIDENT/PAST PRESIDENT	1.00	X		X				0.	0.	0.
(3) ROSELINE BOUGHER V. PRESIDENT/PRESIDENT ELECT	1.00	X		X				0.	0.	0.
(4) ERIC VEYDT PRESIDENT ELECT/PRESIDENT	1.00	X		X				0.	0.	0.
(5) MICHAEL BOUGHER TREASURER/VICE PRESIDENT	1.00	X		X				0.	0.	0.
(6) MARK MARKOSKY SECRETARY/TREASURER	1.00	X		X				0.	0.	0.
(7) MICHAEL GIRMAN DIRECTOR/SECRETARY	1.00	X						0.	0.	0.
(8) JEFF GUZY DIRECTOR (UNTIL 06/03/21)	1.00	X						0.	0.	0.
(9) DEREK ROGERS DIRECTOR (UNTIL 06/03/21)	1.00	X						0.	0.	0.
(10) WILLIAMS GROSS DIRECTOR	1.00	X						0.	0.	0.
(11) DAMON RHODES DIRECTOR	1.00	X						0.	0.	0.
(12) LONNIE YOUNG DIRECTOR	1.00	X						0.	0.	0.
(13) ROSANNA SMITHNOSKY DIRECTOR	1.00	X						0.	0.	0.
(14) JOSEPH RILEY DIRECTOR	1.00	X						0.	0.	0.
(15) SANDRA BASEHORE DIRECTOR	1.00	X						0.	0.	0.
(16) CASEY MOORE DIRECTOR	1.00	X						0.	0.	0.
(17) PAUL MCNAMEE DIRECTOR	1.00	X						0.	0.	0.

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Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(18) RYAN GARGAN DIRECTOR	1.00	X						0.	0.	0.
(19) ERIC MEYER DIRECTOR (START 06/03/21)	1.00	X						0.	0.	0.
(20) JAMES MALONEY DIRECTOR (START 06/03/21)	1.00	X						0.	0.	0.
(21) LEEANN SHERMAN EXECUTIVE DIRECTOR	40.00			X				177,410.	0.	10,250.
1b Subtotal								177,410.	0.	10,250.
c Total from continuation sheets to Part VII, Section A								0.	0.	0.
d Total (add lines 1b and 1c)								177,410.	0.	10,250.

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization 1

	Yes	No
3 Did the organization list any former officer, director, trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i>	X	
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
NONE		

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization 0

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Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII ☐

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514
Contributions, Gifts, Grants and Other Similar Amounts	1 a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e					
	f All other contributions, gifts, grants, and similar amounts not included above ...	1f					
	g Noncash contributions included in lines 1a-1f	1g	\$				
	h Total. Add lines 1a-1f						
Program Service Revenue	2 a MEMBERSHIP DUES	Business Code					
		900099		446,082.	446,082.		
	b MEETING REVENUE	900099		181,420.	181,420.		
	c						
	d						
	e						
	f All other program service revenue						
	g Total. Add lines 2a-2f				627,502.		
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)			13.			13.
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties			1,660.			1,660.
	6 a Gross rents	(i) Real	(ii) Personal				
	b Less: rental expenses ...						
	c Rental income or (loss)						
	d Net rental income or (loss)						
	7 a Gross amount from sales of assets other than inventory	(i) Securities	(ii) Other				
	b Less: cost or other basis and sales expenses						
	c Gain or (loss)						
	d Net gain or (loss)						
	8 a Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18						
	b Less: direct expenses						
	c Net income or (loss) from fundraising events						
	9 a Gross income from gaming activities. See Part IV, line 19						
	b Less: direct expenses						
	c Net income or (loss) from gaming activities						
	10 a Gross sales of inventory, less returns and allowances						
b Less: cost of goods sold							
c Net income or (loss) from sales of inventory							
Miscellaneous Revenue	11 a ERTC RETENTION CREDIT	Business Code					
		900099		37,060.	37,060.		
	b MISCELLANEOUS INCOME	900099		7,148.			7,148.
	c						
	d All other revenue						
	e Total. Add lines 11a-11d				44,208.		
12 Total revenue. See instructions				673,383.	664,562.	0.	8,821.

**AMERICAN COUNCIL OF ENGINEERING
COMPANIES OF PENNSYLVANIA**

Form 990 (2020)

23-7293484 Page **10**

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☒ **X**

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21 ...				
2 Grants and other assistance to domestic individuals. See Part IV, line 22	7,511.			
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	182,898.			
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	89,763.			
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	6,649.			
9 Other employee benefits	13,971.			
10 Payroll taxes	17,006.			
11 Fees for services (nonemployees):				
a Management				
b Legal	3,511.			
c Accounting	16,440.			
d Lobbying	9,423.			
e Professional fundraising services. See Part IV, line 17				
f Investment management fees	150.			
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)	63,303.			
12 Advertising and promotion				
13 Office expenses	9,859.			
14 Information technology	10,215.			
15 Royalties				
16 Occupancy	52,874.			
17 Travel	7,117.			
18 Payments of travel or entertainment expenses for any federal, state, or local public officials ...				
19 Conferences, conventions, and meetings	18,105.			
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	4,481.			
23 Insurance	5,701.			
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a DUES / SUBSCRIPTIONS	37,670.			
b MEETING EXPENSE	24,440.			
c _____				
d _____				
e All other expenses _____				
25 Total functional expenses. Add lines 1 through 24e	581,087.			
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.				

Check here ☐ if following SOP 98-2 (ASC 958-720)

**AMERICAN COUNCIL OF ENGINEERING
COMPANIES OF PENNSYLVANIA**

Form 990 (2020)

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Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X ☐

		(A) Beginning of year		(B) End of year
Assets	1 Cash - non-interest-bearing	174,752.	1	243,208.
	2 Savings and temporary cash investments		2	
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net		4	3,675.
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges	8,197.	9	20,995.
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	38,293.		
	b Less: accumulated depreciation	20,883.		
	11 Investments - publicly traded securities	129,938.	11	129,801.
	12 Investments - other securities. See Part IV, line 11		12	
	13 Investments - program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11		15	
16 Total assets. Add lines 1 through 15 (must equal line 33)	331,997.	16	415,089.	
Liabilities	17 Accounts payable and accrued expenses	42,160.	17	14,076.
	18 Grants payable		18	
	19 Deferred revenue	19,537.	19	45,570.
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	22,752.	25	15,599.
	26 Total liabilities. Add lines 17 through 25	84,449.	26	75,245.
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33.			
	27 Net assets without donor restrictions	220,580.	27	320,387.
	28 Net assets with donor restrictions	26,968.	28	19,457.
	Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33.			
	29 Capital stock or trust principal, or current funds		29	
	30 Paid-in or capital surplus, or land, building, or equipment fund		30	
	31 Retained earnings, endowment, accumulated income, or other funds		31	
	32 Total net assets or fund balances	247,548.	32	339,844.
	33 Total liabilities and net assets/fund balances	331,997.	33	415,089.

Form **990** (2020)

**AMERICAN COUNCIL OF ENGINEERING
COMPANIES OF PENNSYLVANIA**

Form 990 (2020)

23-7293484 Page **12**

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	673,383.
2	Total expenses (must equal Part IX, column (A), line 25)	2	581,087.
3	Revenue less expenses. Subtract line 2 from line 1	3	92,296.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	247,548.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	339,844.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII ☒

	Yes	No
1 Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
2a Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	2a	X
b Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	2b	X
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	2c	X
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?	3a	X
b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits	3b	

Form **990** (2020)

SCHEDULE C
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Political Campaign and Lobbying Activities

For Organizations Exempt From Income Tax Under section 501(c) and section 527
▶ **Complete if the organization is described below.** ▶ **Attach to Form 990 or Form 990-EZ.**
▶ **Go to www.irs.gov/Form990 for instructions and the latest information.**

OMB No. 1545-0047

2020

**Open to Public
Inspection**

If the organization answered "Yes," on Form 990, Part IV, line 3, or Form 990-EZ, Part V, line 46 (Political Campaign Activities), then

- Section 501(c)(3) organizations: Complete Parts I-A and B. Do not complete Part I-C.
- Section 501(c) (other than section 501(c)(3)) organizations: Complete Parts I-A and C below. Do not complete Part I-B.
- Section 527 organizations: Complete Part I-A only.

If the organization answered "Yes," on Form 990, Part IV, line 4, or Form 990-EZ, Part VI, line 47 (Lobbying Activities), then

- Section 501(c)(3) organizations that have filed Form 5768 (election under section 501(h)): Complete Part II-A. Do not complete Part II-B.
- Section 501(c)(3) organizations that have NOT filed Form 5768 (election under section 501(h)): Complete Part II-B. Do not complete Part II-A.

If the organization answered "Yes," on Form 990, Part IV, line 5 (Proxy Tax) (See separate instructions) or Form 990-EZ, Part V, line 35c (Proxy Tax) (See separate instructions), then

- Section 501(c)(4), (5), or (6) organizations: Complete Part III.

Name of organization	AMERICAN COUNCIL OF ENGINEERING COMPANIES OF PENNSYLVANIA	Employer identification number	23-7293484
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Part I-A Complete if the organization is exempt under section 501(c) or is a section 527 organization.

- 1 Provide a description of the organization's direct and indirect political campaign activities in Part IV.
- 2 Political campaign activity expenditures ▶ \$
- 3 Volunteer hours for political campaign activities

Part I-B Complete if the organization is exempt under section 501(c)(3).

- 1 Enter the amount of any excise tax incurred by the organization under section 4955 ▶ \$
- 2 Enter the amount of any excise tax incurred by organization managers under section 4955 ▶ \$
- 3 If the organization incurred a section 4955 tax, did it file Form 4720 for this year? ☐ Yes ☐ No
- 4a Was a correction made? ☐ Yes ☐ No
- b If "Yes," describe in Part IV.

Part I-C Complete if the organization is exempt under section 501(c), except section 501(c)(3).

- 1 Enter the amount directly expended by the filing organization for section 527 exempt function activities ▶ \$
- 2 Enter the amount of the filing organization's funds contributed to other organizations for section 527 exempt function activities ▶ \$
- 3 Total exempt function expenditures. Add lines 1 and 2. Enter here and on Form 1120-POL, line 17b ▶ \$
- 4 Did the filing organization file **Form 1120-POL** for this year? ☐ Yes ☐ No
- 5 Enter the names, addresses and employer identification number (EIN) of all section 527 political organizations to which the filing organization made payments. For each organization listed, enter the amount paid from the filing organization's funds. Also enter the amount of political contributions received that were promptly and directly delivered to a separate political organization, such as a separate segregated fund or a political action committee (PAC). If additional space is needed, provide information in Part IV.

(a) Name	(b) Address	(c) EIN	(d) Amount paid from filing organization's funds. If none, enter -0-.	(e) Amount of political contributions received and promptly and directly delivered to a separate political organization. If none, enter -0-.
PA CONSULTING ENGINEERS PAC	HARRISBURG, PA 17102	83-3423930	0.	6,326.
CONSULTING ENGINEERS OF PA PAC	HARRISBURG, PA 17102	84-2889334	0.	25,565.

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule C (Form 990 or 990-EZ) 2020

LHA

SEE PART IV FOR CONTINUATION

AMERICAN COUNCIL OF ENGINEERING

Schedule C (Form 990 or 990-EZ) 2020 COMPANIES OF PENNSYLVANIA

23-7293484 Page 2

Part II-A Complete if the organization is exempt under section 501(c)(3) and filed Form 5768 (election under section 501(h)).

A Check ☐ if the filing organization belongs to an affiliated group (and list in Part IV each affiliated group member's name, address, EIN, expenses, and share of excess lobbying expenditures).

B Check ☐ if the filing organization checked box A and "limited control" provisions apply.

Limits on Lobbying Expenditures (The term "expenditures" means amounts paid or incurred.)		(a) Filing organization's totals	(b) Affiliated group totals												
1a Total lobbying expenditures to influence public opinion (grassroots lobbying)															
b Total lobbying expenditures to influence a legislative body (direct lobbying)															
c Total lobbying expenditures (add lines 1a and 1b)															
d Other exempt purpose expenditures															
e Total exempt purpose expenditures (add lines 1c and 1d)															
f Lobbying nontaxable amount. Enter the amount from the following table in both columns.															
<table border="1"> <thead> <tr> <th>If the amount on line 1e, column (a) or (b) is:</th> <th>The lobbying nontaxable amount is:</th> </tr> </thead> <tbody> <tr> <td>Not over \$500,000</td> <td>20% of the amount on line 1e.</td> </tr> <tr> <td>Over \$500,000 but not over \$1,000,000</td> <td>\$100,000 plus 15% of the excess over \$500,000.</td> </tr> <tr> <td>Over \$1,000,000 but not over \$1,500,000</td> <td>\$175,000 plus 10% of the excess over \$1,000,000.</td> </tr> <tr> <td>Over \$1,500,000 but not over \$17,000,000</td> <td>\$225,000 plus 5% of the excess over \$1,500,000.</td> </tr> <tr> <td>Over \$17,000,000</td> <td>\$1,000,000.</td> </tr> </tbody> </table>	If the amount on line 1e, column (a) or (b) is:	The lobbying nontaxable amount is:	Not over \$500,000	20% of the amount on line 1e.	Over \$500,000 but not over \$1,000,000	\$100,000 plus 15% of the excess over \$500,000.	Over \$1,000,000 but not over \$1,500,000	\$175,000 plus 10% of the excess over \$1,000,000.	Over \$1,500,000 but not over \$17,000,000	\$225,000 plus 5% of the excess over \$1,500,000.	Over \$17,000,000	\$1,000,000.			
If the amount on line 1e, column (a) or (b) is:	The lobbying nontaxable amount is:														
Not over \$500,000	20% of the amount on line 1e.														
Over \$500,000 but not over \$1,000,000	\$100,000 plus 15% of the excess over \$500,000.														
Over \$1,000,000 but not over \$1,500,000	\$175,000 plus 10% of the excess over \$1,000,000.														
Over \$1,500,000 but not over \$17,000,000	\$225,000 plus 5% of the excess over \$1,500,000.														
Over \$17,000,000	\$1,000,000.														
g Grassroots nontaxable amount (enter 25% of line 1f)															
h Subtract line 1g from line 1a. If zero or less, enter -0-															
i Subtract line 1f from line 1c. If zero or less, enter -0-															
j If there is an amount other than zero on either line 1h or line 1i, did the organization file Form 4720 reporting section 4911 tax for this year?		<input type="checkbox"/> Yes <input type="checkbox"/> No													

4-Year Averaging Period Under Section 501(h)

(Some organizations that made a section 501(h) election do not have to complete all of the five columns below.

See the separate instructions for lines 2a through 2f.)

Lobbying Expenditures During 4-Year Averaging Period					
Calendar year (or fiscal year beginning in)	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) Total
2a Lobbying nontaxable amount					
b Lobbying ceiling amount (150% of line 2a, column(e))					
c Total lobbying expenditures					
d Grassroots nontaxable amount					
e Grassroots ceiling amount (150% of line 2d, column (e))					
f Grassroots lobbying expenditures					

Schedule C (Form 990 or 990-EZ) 2020

AMERICAN COUNCIL OF ENGINEERING

Schedule C (Form 990 or 990-EZ) 2020 COMPANIES OF PENNSYLVANIA

23-7293484 Page 3

Part II-B Complete if the organization is exempt under section 501(c)(3) and has NOT filed Form 5768 (election under section 501(h)).

For each "Yes" response on lines 1a through 1i below, provide in Part IV a detailed description of the lobbying activity.

	(a)		(b)
	Yes	No	Amount
1 During the year, did the filing organization attempt to influence foreign, national, state, or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of:			
a Volunteers?			
b Paid staff or management (include compensation in expenses reported on lines 1c through 1i)?			
c Media advertisements?			
d Mailings to members, legislators, or the public?			
e Publications, or published or broadcast statements?			
f Grants to other organizations for lobbying purposes?			
g Direct contact with legislators, their staffs, government officials, or a legislative body?			
h Rallies, demonstrations, seminars, conventions, speeches, lectures, or any similar means?			
i Other activities?			
j Total. Add lines 1c through 1i			
2a Did the activities in line 1 cause the organization to be not described in section 501(c)(3)?			
b If "Yes," enter the amount of any tax incurred under section 4912			
c If "Yes," enter the amount of any tax incurred by organization managers under section 4912			
d If the filing organization incurred a section 4912 tax, did it file Form 4720 for this year?			

Part III-A Complete if the organization is exempt under section 501(c)(4), section 501(c)(5), or section 501(c)(6).

	Yes	No
1 Were substantially all (90% or more) dues received nondeductible by members?		X
2 Did the organization make only in-house lobbying expenditures of \$2,000 or less?		X
3 Did the organization agree to carry over lobbying and political campaign activity expenditures from the prior year?		X

Part III-B Complete if the organization is exempt under section 501(c)(4), section 501(c)(5), or section 501(c)(6) and if either (a) BOTH Part III-A, lines 1 and 2, are answered "No" OR (b) Part III-A, line 3, is answered "Yes."

1 Dues, assessments and similar amounts from members	1	446,082.
2 Section 162(e) nondeductible lobbying and political expenditures (do not include amounts of political expenses for which the section 527(f) tax was paid).		
a Current year	2a	31,437.
b Carryover from last year	2b	
c Total	2c	31,437.
3 Aggregate amount reported in section 6033(e)(1)(A) notices of nondeductible section 162(e) dues	3	80,295.
4 If notices were sent and the amount on line 2c exceeds the amount on line 3, what portion of the excess does the organization agree to carryover to the reasonable estimate of nondeductible lobbying and political expenditure next year?	4	
5 Taxable amount of lobbying and political expenditures (See instructions)	5	-48,858.

Part IV Supplemental Information

Provide the descriptions required for Part I-A, line 1; Part I-B, line 4; Part I-C, line 5; Part II-A (affiliated group list); Part II-A, lines 1 and 2 (See instructions); and Part II-B, line 1. Also, complete this part for any additional information.

PART I-C CONTINUATION FOR INCOMPLETE NAME/ADDRESS INFORMATION:

PA CONSULTING ENGINEERS PAC

800 NORTH THIRD STREET, SUITE 301 HARRISBURG, PA 17102

CONSULTING ENGINEERS OF PA PAC

800 NORTH THIRD STREET, SUITE 301 HARRISBURG, PA 17102

SCHEDULE D
(Form 990)Department of the Treasury
Internal Revenue Service**Supplemental Financial Statements**▶ **Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.**
▶ **Attach to Form 990.**▶ **Go to www.irs.gov/Form990 for instructions and the latest information.**

OMB No. 1545-0047

2020**Open to Public Inspection****Name of the organization** **AMERICAN COUNCIL OF ENGINEERING COMPANIES OF PENNSYLVANIA****Employer identification number**
23-7293484**Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.** Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Part II Conservation Easements. Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).
☐ Preservation of land for public use (for example, recreation or education) ☐ Preservation of a historically important land area
☐ Protection of natural habitat ☐ Preservation of a certified historic structure
☐ Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included in (a)	2c
d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶

4 Number of states where property subject to conservation easement is located ▶

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 ▶ \$

(ii) Assets included in Form 990, Part X ▶ \$

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1 ▶ \$

b Assets included in Form 990, Part X ▶ \$

Part III	Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets <i>(continued)</i>
-----------------	---

- 3** Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):
- a** ☐ Public exhibition
- b** ☐ Scholarly research
- c** ☐ Preservation for future generations
- d** ☐ Loan or exchange program
- e** ☐ Other _____
- 4** Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5** During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

Part IV **Escrow and Custodial Arrangements.** Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a** Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

	Amount
c Beginning balance	1c
d Additions during the year	1d
e Distributions during the year	1e
f Ending balance	1f

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII ☐

Part V	Endowment Funds. Complete if the organization answered "Yes" on Form 990, Part IV, line 10.
---------------	--

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

- 2** Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a Board designated or quasi-endowment %
b Permanent endowment %
c Term endowment %

The percentages on lines 2a, 2b, and 2c should equal 100%.

- 3a** Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

- (i) Unrelated organizations
- (ii) Related organizations

	Yes	No
3a(i)		
3a(ii)		
3b		

- b** If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?

- 4** Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI	Land, Buildings, and Equipment.
----------------	--

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements		3,410.	731.	2,679.
d Equipment		34,883.	20,152.	14,731.
e Other				
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				17,410.

Schedule D (Form 990) 2020

**AMERICAN COUNCIL OF ENGINEERING
COMPANIES OF PENNSYLVANIA**

Schedule D (Form 990) 2020

23-7293484 Page **3**

Part VII Investments - Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 12.) ▶		

Part VIII Investments - Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 13.) ▶		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.) ▶	

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) DUES PAYABLE	12,893.
(3) CAPITAL LEASE OBLIGATION	2,706.
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶	15,599.

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ... ☒

Schedule D (Form 990) 2020

**AMERICAN COUNCIL OF ENGINEERING
COMPANIES OF PENNSYLVANIA**

Schedule D (Form 990) 2020

23-7293484 Page **4**

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements	1	673,233.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
a	Net unrealized gains (losses) on investments	2a	
b	Donated services and use of facilities	2b	
c	Recoveries of prior year grants	2c	
d	Other (Describe in Part XIII.)	2d	
e	Add lines 2a through 2d	2e	0.
3	Subtract line 2e from line 1	3	673,233.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	150.
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	150.
5	Total revenue. Add lines 3 and 4c . (This must equal Form 990, Part I, line 12.)	5	673,383.

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements	1	580,937.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
a	Donated services and use of facilities	2a	
b	Prior year adjustments	2b	
c	Other losses	2c	
d	Other (Describe in Part XIII.)	2d	
e	Add lines 2a through 2d	2e	0.
3	Subtract line 2e from line 1	3	580,937.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	150.
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	150.
5	Total expenses. Add lines 3 and 4c . (This must equal Form 990, Part I, line 18.)	5	581,087.

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

PART X, LINE 2:

ACCOUNTING PRINCIPLES GENERALLY ACCEPTED IN THE UNITED STATES OF AMERICA
 REQUIRE MANAGEMENT TO EVALUATE TAX POSITIONS TAKEN BY THE COUNCIL,
 INCLUDING WHETHER THE ENTITY IS EXEMPT FROM INCOME TAXES. MANAGEMENT
 EVALUATED THE TAX POSITIONS TAKEN AND CONCLUDED THAT THE COUNCIL HAS TAKEN
 NO UNCERTAIN TAX POSITIONS THAT REQUIRE RECOGNITION OR DISCLOSURE IN THE
 FINANCIAL STATEMENTS. THEREFORE, NO PROVISION OR LIABILITY FOR INCOME
 TAXES HAS BEEN INCLUDED IN THE FINANCIAL STATEMENTS. WITH FEW EXCEPTIONS,
 THE COUNCIL IS NO LONGER SUBJECT TO INCOME TAX EXAMINATIONS BY THE U.S.
 FEDERAL, STATE, OR LOCAL TAX AUTHORITIES FOR YEARS BEFORE JUNE 30, 2018.

AMERICAN COUNCIL OF ENGINEERING
COMPANIES OF PENNSYLVANIA

Schedule D (Form 990) 2020

23-7293484 Page 5

Part XIII Supplemental Information *(continued)*

DRAFT2

SCHEDULE I
(Form 990)

Department of the Treasury
Internal Revenue Service

Grants and Other Assistance to Organizations,
Governments, and Individuals in the United States
Complete if the organization answered "Yes" on Form 990, Part IV, line 21 or 22.

▶ Attach to Form 990.

▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2020

Open to Public
Inspection

Name of the organization **AMERICAN COUNCIL OF ENGINEERING
COMPANIES OF PENNSYLVANIA**

Employer identification number
23-7293484

Part I General Information on Grants and Assistance

- 1 Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance? ☐ Yes ☒ No
- 2 Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States.

Part II Grants and Other Assistance to Domestic Organizations and Domestic Governments. Complete if the organization answered "Yes" on Form 990, Part IV, line 21, for any recipient that received more than \$5,000. Part II can be duplicated if additional space is needed.

1 (a) Name and address of organization or government	(b) EIN	(c) IRC section (if applicable)	(d) Amount of cash grant	(e) Amount of non-cash assistance	(f) Method of valuation (book, FMV, appraisal, other)	(g) Description of noncash assistance	(h) Purpose of grant or assistance

- 2 Enter total number of section 501(c)(3) and government organizations listed in the line 1 table ▶
- 3 Enter total number of other organizations listed in the line 1 table ▶

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule I (Form 990) 2020

**AMERICAN COUNCIL OF ENGINEERING
COMPANIES OF PENNSYLVANIA**

Schedule I (Form 990) 2020

23-7293484

Page 2

Part III **Grants and Other Assistance to Domestic Individuals.** Complete if the organization answered "Yes" on Form 990, Part IV, line 22.
Part III can be duplicated if additional space is needed.

(a) Type of grant or assistance	(b) Number of recipients	(c) Amount of cash grant	(d) Amount of non-cash assistance	(e) Method of valuation (book, FMV, appraisal, other)	(f) Description of noncash assistance
SCHOLARSHIPS	4	7,511.	0.		

Part IV **Supplemental Information.** Provide the information required in Part I, line 2; Part III, column (b); and any other additional information.

PART I, LINE 2:

CANDIDATES MUST MEET SPECIFIC APPLICATION AND EDUCATION CRITERIA AND MUST
 PROVIDE AN OFFICIAL COPY OF THEIR ACADEMIC TRANSCRIPTS, ESSAY AND
 RECCOMENDATION LETTERS. AN INDEPENDENT SELECTION COMMITTEE EVALUATES THE
 APPLICATIONS AND SELECTS THE WINNERS. SCHOLARSHIP CHECKS ARE ISSUED
 DIRECTLY TO THE RECIPIENTS' COLLEGE AFTER VERIFICATION OF FULL-TIME
 ENROLLMENT.

**SCHEDULE J
(Form 990)**

Department of the Treasury
Internal Revenue Service

Compensation Information

- For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees
 ► Complete if the organization answered "Yes" on Form 990, Part IV, line 23.
 ► Attach to Form 990.
 ► Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2020

Open to Public
Inspection

Name of the organization

**AMERICAN COUNCIL OF ENGINEERING
COMPANIES OF PENNSYLVANIA**

Employer identification number

23-7293484

Part I Questions Regarding Compensation

1a Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.

- | | |
|--|--|
| <input type="checkbox"/> First-class or charter travel | <input type="checkbox"/> Housing allowance or residence for personal use |
| <input type="checkbox"/> Travel for companions | <input type="checkbox"/> Payments for business use of personal residence |
| <input type="checkbox"/> Tax indemnification and gross-up payments | <input type="checkbox"/> Health or social club dues or initiation fees |
| <input type="checkbox"/> Discretionary spending account | <input type="checkbox"/> Personal services (such as maid, chauffeur, chef) |

b If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain

2 Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a?

3 Indicate which, if any, of the following the organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Compensation committee | <input checked="" type="checkbox"/> Written employment contract |
| <input type="checkbox"/> Independent compensation consultant | <input checked="" type="checkbox"/> Compensation survey or study |
| <input type="checkbox"/> Form 990 of other organizations | <input checked="" type="checkbox"/> Approval by the board or compensation committee |

4 During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:

a Receive a severance payment or change-of-control payment?

b Participate in or receive payment from a supplemental nonqualified retirement plan?

c Participate in or receive payment from an equity-based compensation arrangement?

If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.

Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.

5 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:

a The organization?

b Any related organization?

If "Yes" on line 5a or 5b, describe in Part III.

6 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:

a The organization?

b Any related organization?

If "Yes" on line 6a or 6b, describe in Part III.

7 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III

8 Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III

9 If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?

Yes No

1b		
2		
4a		X
4b		X
4c		X
5a		
5b		
6a		
6b		
7		
8		
9		

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule J (Form 990) 2020

Schedule J (Form 990) 2020

Page 2

For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that aren't listed on Form 990, Part VII.

[illegible]

Part III Supplemental Information

Provide the information, explanation, or descriptions required for Part I, lines 1a, 1b, 3, 4a, 4b, 4c, 5a, 5b, 6a, 6b, 7, and 8, and for Part II. Also complete this part for any additional information.

DRAFT 2

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2020

Open to Public
Inspection

Name of the organization

AMERICAN COUNCIL OF ENGINEERING
COMPANIES OF PENNSYLVANIA

Employer identification number
23-7293484

FORM 990, PART III, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:

IN ORDER TO ENHANCE THEIR PROFESSIONAL AND ECONOMIC WELFARE, TO FOSTER
HARMONY, COOPERATION AND MUTUAL UNDERSTANDING THROUGHOUT THE
ENGINEERING AND ALLIED PROFESSIONS, AND TO ACT ON BEHALF OF THE MEMBERS
IN CONNECTIONS WITH PROPOSALS OF GOVERNMENTS OR OTHER BODIES CONCERNING
THEM.

FORM 990, PART V, LINE 1C:

THE ORGANIZATION DID NOT HAVE ANY INSTANCES WHERE BACKUP WITHHOLDING
WAS REQUIRED; HOWEVER, IF THE SITUATION WOULD ARISE, THE ORGANIZATION
IS AWARE OF THE REPORTING REQUIREMENTS AND WOULD HANDLE THAT
ACCORDINGLY.

FORM 990, PART VI, SECTION A, LINE 2:

ROSELINE BOUGHER, PRESIDENT ELECT, AND MICHAEL BOUGHER, VICE PRESIDENT,
HAVE A FAMILY RELATIONSHIP.

FORM 990, PART VI, SECTION A, LINE 6:

THE MEMBERSHIP OF THE ACEC/PA CONSIST OF MEMBER FIRMS AND AFFILIATE
MEMBERS EACH MEETING THE MEMBERSHIP REQUIREMENTS AND SHALL BE REPRESENTED
BY RESIDENT PRINCIPALS (PROPRIETORS, PARTNERS, OFFICERS, OR MANAGERS).

FORM 990, PART VI, SECTION A, LINE 7A:

UPON BOARD ACCEPTANCE, THE SLATE OF OFFICERS AND AT-LARGE DIRECTORS SHALL
BE PRESENTED TO THE VOTING MEMBERSHIP FOR ELECTION VIA MAIL OR ELECTRONIC

Name of the organization **AMERICAN COUNCIL OF ENGINEERING
COMPANIES OF PENNSYLVANIA**

Employer identification number
23-7293484

**BALLOT. ACCEPTANCE AND RATIFICATION OF ELECTION RESULTS SHALL BE GRANTED
WHEN A QUORUM IS OBTAINED.**

FORM 990, PART VI, SECTION B, LINE 11B:

**THE AUDITOR SHALL PREPARE THE FORM 990 AND IT SHALL BE REVIEWED BY THE
ASSOCIATION'S EXECUTIVE DIRECTOR, THE FINANCE COMMITTEE AND APPROVED BY THE
BOARD OF DIRECTORS BEFORE SUBMISSION TO THE IRS.**

FORM 990, PART VI, SECTION B, LINE 12C:

**PERIODIC REVIEWS WILL BE CONDUCTED TO ENSURE THE ORGANIZATION OPERATES IN A
MANNER CONSISTENT WITH CHARITABLE PURPOSES AND DOES NOT ENGAGE IN
ACTIVITIES THAT COULD JEOPARDIZE ITS TAX-EXEMPT STATUS. THE REVIEWS WILL
INCLUDE BUT ARE NOT LIMITED TO WHETHER COMPENSATION ARRANGEMENTS AND
BENEFITS ARE REASONABLE, BASED ON COMPETENT SURVEY INFORMATION AND THE
RESULT OF ARM'S LENGTH BARGAINING, WHETHER PARTNERSHIPS, JOINT VENTURES AND
ARRANGEMENTS WITH MANAGEMENT ORGANIZATIONS CONFIRM TO THE ORGANIZATION'S
WRITTEN POLICIES AND SERVICES, FURTHER CHARITABLE PURPOSES AND DO NOT
RESULT IN INUREMENT, IMPERMISSIBLE PRIVATE BENEFIT OR IN AN EXCESS BENEFIT
TRANSACTION.**

FORM 990, PART VI, SECTION C, LINE 19:

**THE ORGANIZATION'S GOVERNING DOCUMENTS AND FINANCIAL STATEMENTS ARE
AVAILABLE UPON REQUEST.**

FORM 990, PART IX, LINE 11G, OTHER FEES:

OTHER PROFESSIONAL FEES 63,303.

TOTAL OTHER FEES ON FORM 990, PART IX, LINE 11G, COL A 63,303.

Name of the organization **AMERICAN COUNCIL OF ENGINEERING
COMPANIES OF PENNSYLVANIA**

Employer identification number
23-7293484

FORM 990, PART XII, LINE 2C:

**AMERICAN COUNCIL OF ENGINEERING COMPANIES OF PENNSYLVANIA HAS A FINANCE
COMMITTEE THAT ASSUMES RESPONSIBILITY OF OVERSIGHT OF THE AUDIT AND
SELECTION OF AN INDEPENDENT ACCOUNTANT.**

DRAFT 2

**SCHEDULE R
(Form 990)**

Department of the Treasury
Internal Revenue Service

Related Organizations and Unrelated Partnerships

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 33, 34, 35b, 36, or 37.

▶ Attach to Form 990.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2020

**Open to Public
Inspection**

Name of the organization **AMERICAN COUNCIL OF ENGINEERING COMPANIES OF PENNSYLVANIA** Employer identification number **23-7293484**

Part I Identification of Disregarded Entities. Complete if the organization answered "Yes" on Form 990, Part IV, line 33.

(a) Name, address, and EIN (if applicable) of disregarded entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Total income	(e) End-of-year assets	(f) Direct controlling entity

Part II Identification of Related Tax-Exempt Organizations. Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related tax-exempt organizations during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Exempt Code section	(e) Public charity status (if section 501(c)(3))	(f) Direct controlling entity	(g) Section 512(b)(13) controlled entity?	
						Yes	No
PENNSYLVANIA CONSULTING ENGINEERS PAC - 83-3423930, 800 NORTH THIRD STREET, SUITE 301, HARRISBURG, PA 17102	POLITICAL ACTION CAMPAIGN	PENNSYLVANIA	527	LINE 7	N/A		X
CONSULTING ENGINEERS OF PA PAC - 84-2889334 800 NORTH THIRD STREET, SUITE 301 HARRISBURG, PA 17102	POLITICAL ACTION CAMPAIGN	PENNSYLVANIA	527	LINE 7	N/A		X

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule R (Form 990) 2020

**AMERICAN COUNCIL OF ENGINEERING
COMPANIES OF PENNSYLVANIA**

Schedule R (Form 990) 2020

23-7293484 Page **2**

Part III Identification of Related Organizations Taxable as a Partnership. Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related organizations treated as a partnership during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(f) Share of total income	(g) Share of end-of-year assets	(h) Disproportionate allocations?		(i) Code V-UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner?		(k) Percentage ownership
							Yes	No		Yes	No	

Part IV Identification of Related Organizations Taxable as a Corporation or Trust. Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related organizations treated as a corporation or trust during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Type of entity (C corp, S corp, or trust)	(f) Share of total income	(g) Share of end-of-year assets	(h) Percentage ownership	(i) Section 512(b)(13) controlled entity?	
								Yes	No

**AMERICAN COUNCIL OF ENGINEERING
COMPANIES OF PENNSYLVANIA**

Schedule R (Form 990) 2020

23-7293484 Page 3

Part V Transactions With Related Organizations. Complete if the organization answered "Yes" on Form 990, Part IV, line 34, 35b, or 36.

Note: Complete line 1 if any entity is listed in Parts II, III, or IV of this schedule.

	Yes	No
1 During the tax year, did the organization engage in any of the following transactions with one or more related organizations listed in Parts II-IV?		
a Receipt of (i) interest, (ii) annuities, (iii) royalties, or (iv) rent from a controlled entity	1a	X
b Gift, grant, or capital contribution to related organization(s)	1b	X
c Gift, grant, or capital contribution from related organization(s)	1c	X
d Loans or loan guarantees to or for related organization(s)	1d	X
e Loans or loan guarantees by related organization(s)	1e	X
f Dividends from related organization(s)	1f	X
g Sale of assets to related organization(s)	1g	X
h Purchase of assets from related organization(s)	1h	X
i Exchange of assets with related organization(s)	1i	X
j Lease of facilities, equipment, or other assets to related organization(s)	1j	X
k Lease of facilities, equipment, or other assets from related organization(s)	1k	X
l Performance of services or membership or fundraising solicitations for related organization(s)	1l	X
m Performance of services or membership or fundraising solicitations by related organization(s)	1m	X
n Sharing of facilities, equipment, mailing lists, or other assets with related organization(s)	1n	X
o Sharing of paid employees with related organization(s)	1o	X
p Reimbursement paid to related organization(s) for expenses	1p	X
q Reimbursement paid by related organization(s) for expenses	1q	X
r Other transfer of cash or property to related organization(s)	1r	X
s Other transfer of cash or property from related organization(s)	1s	X

2 If the answer to any of the above is "Yes," see the instructions for information on who must complete this line, including covered relationships and transaction thresholds.

(a) Name of related organization	(b) Transaction type (a-s)	(c) Amount involved	(d) Method of determining amount involved
(1)			
(2)			
(3)			
(4)			
(5)			
(6)			

Schedule R (Form 990) 2020

Page 4

Provide the following information for each entity taxed as a partnership through which the organization conducted more than five percent of its activities (measured by total assets or gross revenue) that was not a related organization. See instructions regarding exclusion for certain investment partnerships.

[illegible]

Part VII Supplemental Information

Provide additional information for responses to questions on Schedule R. See instructions.

DRAFT2



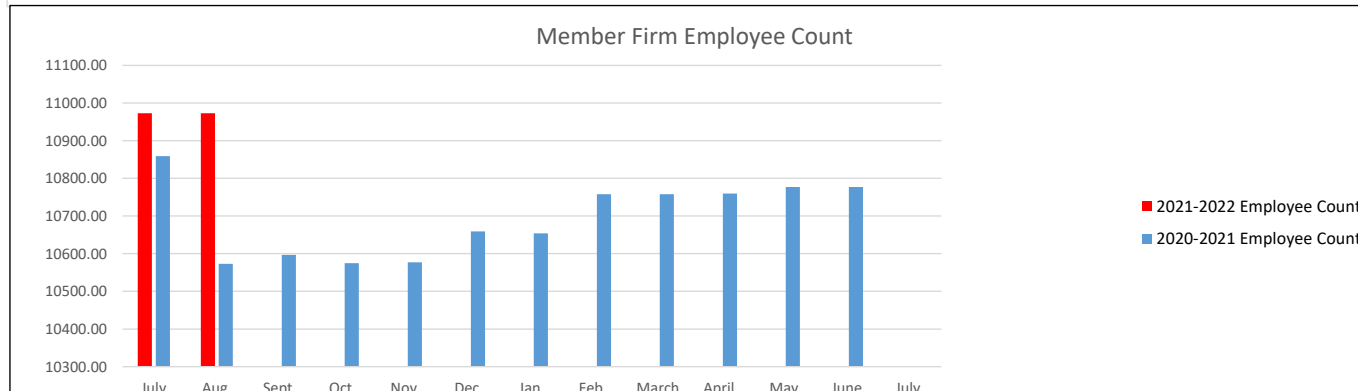
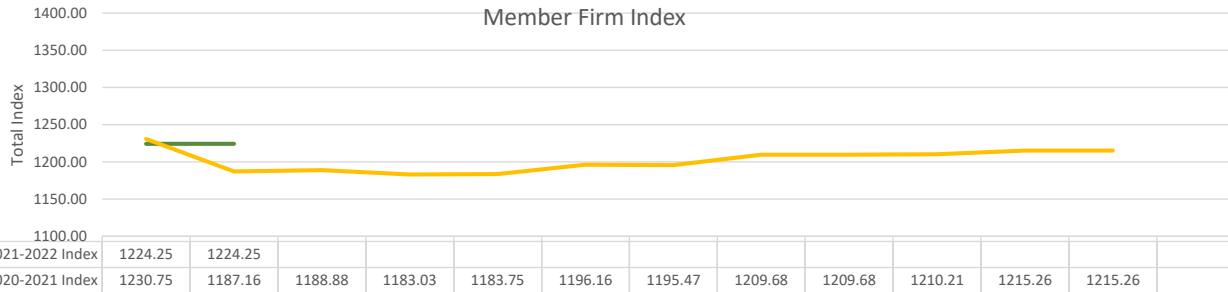
AMERICAN COUNCIL OF ENGINEERING COMPANIES
of Pennsylvania

REPORTS

August 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	2021-2022 Index	Employee Count
July	1225.25	10974.00	0.00	0.00	0.00	0.00	1.00	1.00	1224.25	10973.00
Aug.	1224.25	10973.00	0.00	0.00	0.00	0.00	0.00	0.00	1224.25	10973.00
Sept.										
Oct.										
Nov.										
Dec.										
Jan.										
Feb.										
March										
April										
May										
June										
July										



Reconciliation from Certification	6.30.2021 Ending Index	6.30.2021 Ending EE Cnt	7.1.2021 Starting Index after cert	7.1.2021 Starting EE Cnt after cert
	1215.26	10777	1225.25	10974

Anniversary Variation	Invoice Date	Index	Employee Count

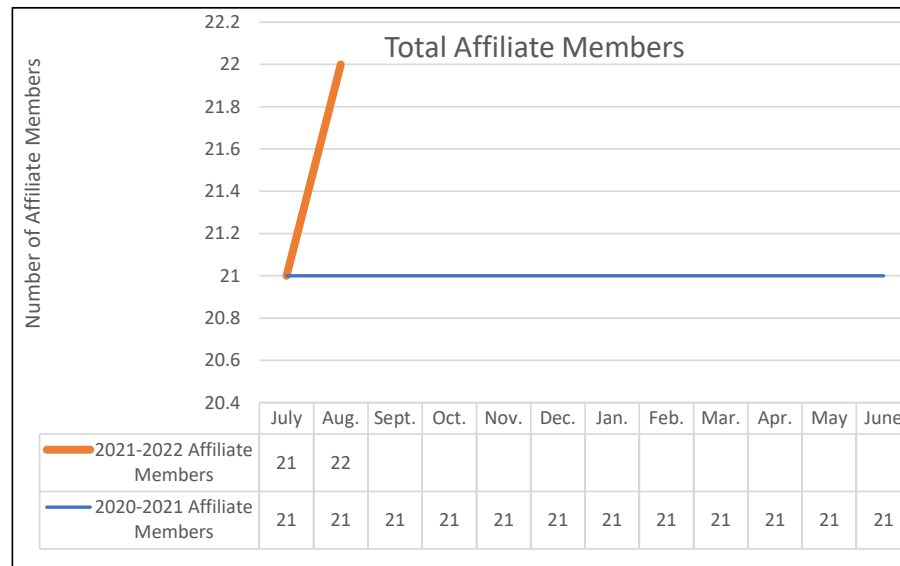
August New Member Firms		
Firm Name	Index	Employee Count
Totals	0	0

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

August Drop Member Firms		
Firm Name	Index	Employee Count
		0.00
Totals	0	0

YTD Drop Member Firms		
Firm Name	Index	Employee Count
Malarkey Consulting, Inc.	1.00	1.00
Totals	1	1

Month	Starting Members	New Members	Dropped Members	2021-2022 Affiliate Members
July	21	0	0	21
Aug.	21	1	0	22
Sept.				
Oct.				
Nov.				
Dec.				
Jan.				
Feb.				
Mar.				
Apr.				
May				
June				

[illegible][illegible][illegible][illegible]



2021 CEPA PAC Contributors

As of August 31, 2021

2021 CEPA PAC Goal - \$25,000
Contributions received to date - \$11,200
Total PAC Fund to date - \$34,242.44

\$1,000 - \$2,500

Erdman Anthony PAC
Kevin Johnson, Traffic Planning & Design
Larson Design Group PAC
Michael Baker International PAC

\$500 - \$999

Larry Bankert, Kimley-Horn
Mike Bougher, Stantec Consulting Services, Inc.
Rose Bougher, AD Marble & Co., Inc.
Eric Frary, Michael Baker International
William Gross, HDR
Troy Holloway, Century Engineering, Inc.
Mark Kinnee, Urban Engineers, Inc.
Damon Rhodes, Larson Design Group, Inc.
Joseph Riley, WSP USA
Glenn Stickel, SAI Consulting Engineers, Inc.
Eric Veydt, Gannett Fleming, Inc.

\$250 - \$499

Alex Houseal, STV Inc.
Jeffrey MacKay, NTM Engineering, Inc.
Donna Newell, NTM Engineering, Inc.
John Newell, NTM Engineering, Inc.
Rachel Tereska, NTM Engineering, Inc.

\$1 - \$249

Jeffrey Knueppel, KCI Technologies, Inc.
Eric Martz, KCI Technnologies, Inc.
Robert Nuss, KCI Technologies, Inc.
Marc Pinto, Susquehanna Civil, Inc.



2021 ACEC PAC Contributors

As of August 31, 2021

2021 ACEC PAC Goal \$33,958 YTD Raised \$15,825

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

\$2500-up

\$1,000-2499

Larson Design Group PAC
Mark Markosky, The Markosky Engineering Group, Inc.
Michael Baker International PAC
Donna Newell, NTM Engineering, Inc.

\$500-999

Sandra Basehore, Terracon Consultants, Inc.
Michael Bougher, Stantec
Roseline Bougher, A.D. Marble & Company
Bill Gross, HDR
Ernest Hanna, GZA Geoenvironmental, Inc.
Troy Holloway, Century Engineering, Inc.
Mark Kinnee, Urban Engineers, Inc.
James Maloney, Johnson, Mirmiran & Thompson
Casey Moore, McMahon Associates, Inc.
Joseph Riley, WSP USA
Rosanna Smithnosky, Susquehanna Civil, Inc.
Glenn Stickel, SAI Consulting Engineers, Inc.
Eric Veydt, Gannett Fleming, Inc.
John Zarsky, Pennoni Associates, Inc.

\$250-499

Eric Frary, Micheal Baker International
Joyce Markosky, The Markosky Engineering Group, Inc.
Transystems Corporation PAC

\$1-249

Michael Girman, AECOM
James Markham, Pennoni Associates, Inc.
Adam Melewsky, Pennoni Associates, Inc.
Todd Morris, Pennoni Associates, Inc.

Andrew Pennoni, Pennoni Associates, Inc.
Leeann Sherman, ACEC/PA