



## **Board of Directors - Meeting Agenda**

**August 20, 2019**

**ACEC/PA Office  
Harrisburg, PA  
11:30am**

Call to Order	Frary
Campaign Finance/Lobbying Training (Commonwealth Compliance Solutions-Guest)	Sherman
Action Items	
Minutes – May 21, 2019 (Part 1 & Part 2)	R. Bougher/M. Bougher
Financial Report	R. Bougher
Membership Report	Veydt/Sherman
National Directors Report	Schweiss
a. ACEC PAC	
b. PaCE PAC	
Financial Policy Approval	Frary/R. Bougher
Diversity & Inclusion Award Discussion/Approval	R. Bougher
Diverse Partnerships Committee Discussion	Talarico (Guest)
Reports	
ACEC Report	Schweiss/Sherman
President's Report	Frary
Government Affairs Report	Girman
Executive Director Report	Sherman
Open Discussion	Frary
Adjourn	Frary

## **ACEC/PA Board Meeting Minutes May 21, 2019 @ 8:00am Nashville, TN**

### Attendees Present

Board members: Eric Veydt, Jon Livingston, Matt Natale, Derek Rogers, Mike Bougher, Maggie Talarico, Mark Markosky, Matt Marquardt, Joe O'Neil, Perry Schweiss, Eric Frary, Troy Holloway, Roseline Bougher, Ed Reese (phone), Sandy Baseshore (phone)

Ex-officio: Mike Girman

Non-board members: Scott Schaeffer, Paul McNamee, Tony Dougherty, Joseph Riley, Rosanna Smithnosky, Jeff Guzy, Art Barrett, Ryan Gargan, Ken Nadler, Alex Housel, Lydia Zabricki, Lee Ann Wheeler, Tom Riester, Lea Nadler, Casey Moore (phone)

ACEC/PA staff: Leeann Sherman, Executive Director

Absent: Todd Morris, Samantha Safara

Call to Order Perry Schweiss called the meeting was called to order at 8:05am. Introductions were made for all attending in person and on the phone.

### Action Items

#### Approval of February 28, 2019 meeting minutes

Perry Schweiss reviewed the minutes from the February 28, 2019 meeting with no comments.  
*Eric Frary motioned to approve; Matt Marquardt seconded and unanimously approved.*

#### Financial Report

Eric Veydt provided the current financial report. Finances are tracking well and there is nothing notable on the April numbers. He also added that the financial reports have been revised and are now more organized and clearer than in previous years.

Leeann explained that a snapshot of the meetings (revenues and expenses) was prepared as a separate document to better track how the organization is doing with events. She explained that Legislative Day was a loss of about 6K this year due to not being able to charge a registration fee therefore sponsorships would cover the costs for this event. Even though this event is not profitable it is still needed. Leeann emphasized the need for volunteers and participation.

Roseline Bougher asked about the difference in revenues for the western chapter meetings compared to the eastern and central meetings. Speakers, bar, and low number of Pittsburgh events were listed as reasons for higher revenues from the western chapter meetings.

*Joe O'Neil moved to approve the financial report, Matt Marquardt seconded the motion. The vote was unanimous.*

## Membership Report

Troy Holloway brought up the ideas of:

- eliminating or reducing the membership discounts given to new member firms
- annualizing the invoices by using the new member firm anniversary dates.

Paul McNamee expressed that eliminating the discount seemed like a drastic change. Leeann explained that firms have not expressed that they are joining because of the discount and that no one has dropped after the discount period was over. The idea came up to offer a discount of 20% for one year.

*Joe O'Neil made a motion and Matt Marquardt seconded. The vote was unanimous.*

Eric Frary requested that we track our membership on this moving forward. Leeann still needs to certify the membership as a requirement for ACEC National. The Board concurred with an automatic 3% increase in membership as established by the board prior to this meeting.

## National Directors Report

Joe O'Neil reminded the board that every board member is expected to contribute \$500 to the national PAC and \$500 to the state PAC. To date, the state PAC is slightly behind schedule.

*Eric Frary moved to approve the National Directors Report. Mark Markosky seconded the motion. The vote was unanimous.*

## Reports

### President's Report

Perry Schweiss thanked everyone on the board for their work this past year. He also indicated that the organization needs to continue to get the firms that are benefiting from ACEC/PA without being members and get them to join.

### Executive Director's Report

#### Committees

Leeann Sherman reported that the committees continue to good work on their tasks. She specifically mentioned new efforts from the construction, Business/Finance, D&I, environmental, water, and energy committees. Perry attended every committee meeting throughout the year. We also have some vice chairs that are moving into chair seats and continue to recruit members to be vice-chairs. Eric Frary will be responsible for making the final decisions on who takes on these positions in the committees.

2018 tax returns – the current board received and acknowledged the 990 forms which in turn have been filed by the accountants and ACEC/PA.

## Government Affairs Report

Mike Girman reported that the sports tickets raffle was successful in raising money for the PAC. The PAC Committee is considering a Pitt/Penn State game for next year's raffle. Another idea is to have an axe throwing event in order to try to get younger people involved.

Legislative Day in Harrisburg had good news coverage. The team is having a call every three weeks to talk about follow up with members of Congress. It is important for constituents to meet with them at their district offices.

There were not many legislators available to meet in DC so the idea came up to rent a room in the Capitol and have the legislators come to us. Mike encouraged everyone to sponsor the legislative events. He also emphasized that the organization is trying to cover industries other than transportation.

## Adjourn

*Eric Frary moved to adjourn the board meeting at 8:48am. Joe O'Neil seconded.*

## **ACEC/PA Board Meeting Minutes May 21, 2019 @ 9:00am Nashville, TN**

### Attendees Present

Board members: Eric Frary, Perry Schweiss, Troy Holloway, Eric Veydt, Roseline Bougher, Mike Bougher, Mark Markosky, Matt Marquardt, Matt Natale, Joseph Riley, Rosanna Smithnosky, Jeff Guzy, Paul McNamee, Casey Moore (phone), Derek Rogers, Sandy Basehore (phone),

Ex-officio: Michael Girman

Absent: Daniel Laird, Ryan Gargan

Non-board members: Joe O'Neil, Maggie Talarico, Jon Livingston, Scott Schaeffer, Tony Dougherty, Art Barrett, Ken Nadler, Alex Housel, Lydia Zabricki, Lee Ann Wheeler, Tom Riester, Lea Nadler, Ed Reese (phone),

ACEC/PA staff: Leeann Sherman, Executive Director

### Call to Order

Eric Frary called the meeting to order at 9:00am. Introductions were made for all attending in person and on the phone. Frary talked about the importance of partnerships and continuing to build relationships especially through our advocacy efforts.

### Presidential Recognition

Eric Frary presented outgoing President Perry Schweiss with a plaque and thanked him for his service.

### Action Items

#### Budget

Rose Bougher and Eric Veydt presented the 2019-2020 budget for discussion and approval. Rose and Eric worked together with Leeann to prepare the draft budget.

There is a modest increase in revenue projected. A comment was made to include the ACEC National dues payments in arrears on the budget.

Leeann stated it is on the Balance Sheet as a liability and cannot be extracted from the accounting software for the reporting. Leeann will converse with the accountant as a possibility to manually alter the reports to in as an expense at the bottom.

Increase shown in payroll over 2018-2019 due to projected employee raises and Kim being employed for a full year.

Equipment expense is higher due to a new server being budgeted.

Leeann will prepare a one page/paragraph summary for inclusion with the monthly statement.

*Motion was made by Mark Markosky, seconded by Matt Marquardt and unanimously approved to accept the budget as presented.*

## Reports

### President's Report

Eric Frary discussed the possibility of adding three (3) new Board Committees. A Finance Committee, Governance Committee – how the organization operates, and a Membership Committee. It was also mentioned we would be making changes to the standing committees such as removing PR, adding Marketing and BPT, elevation of the Quality Committee and minor additional restructuring. Rose stated she would be helping with the Finance Committee and policies associated.

### Executive Director's Report

Leeann Sherman reminded us of the Tri-State Conference to be held in Atlantic City from September 22<sup>nd</sup> – 24<sup>th</sup>. She also reminded board members to sign the board policies if that had not already done so. They will be available following the meeting.

### Membership

Troy stated that staff would be creating a formal member retention and recruitment written plan including an on-boarding, mentoring and more. Staff has made major changes and created policies and procedures but will be captured in the upcoming document which will be part of the operating procedures.

Troy reminded everyone that the three (3) ACEC trusts are available to do presentations to members or prospective members.

## Adjourn

*Motion was made by Perry Schweiss to adjourn the board meeting at 9:57am, seconded by Joe O'Neil and unanimously concurred.*

# PA Consulting Engineers PAC

## STATEMENT OF FINANCIAL POSITION

As of July 31, 2019

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1001 Wells Fargo Checking	80,876.70
<b>Total Bank Accounts</b>	<b>\$80,876.70</b>
Other Current Assets	
1200 Bank Clearing Account	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$80,876.70</b>
<b>TOTAL ASSETS</b>	<b>\$80,876.70</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Total Liabilities</b>	
Equity	
3000 Retained Earnings	82,394.35
Net Revenue	-1,517.65
<b>Total Equity</b>	<b>\$80,876.70</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$80,876.70</b>

# American Council of Engineering Companies of Pennsylvania

## STATEMENT OF FINANCIAL POSITION

As of July 31, 2019

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1604 Merrill Edge - Reserved	44,650.30
4135 Scholarship Account	25,520.82
5217 PaCE PAC	0.00
5407 Wells Fargo Checking	181,242.49
9758 Wells Fargo Invest Reserved	83,044.75
<b>Total Bank Accounts</b>	<b>\$334,458.36</b>
Accounts Receivable	
1200 *Accounts Receivable	395,632.20
1201 Allowance for Bad Debts	0.00
<b>Total Accounts Receivable</b>	<b>\$395,632.20</b>
Other Current Assets	
1010C1 Unrealized G (L) ML Reserved	-23.48
1010D1 Unrealized G (L) Wells Fargo-Inv Reserved	-5,491.19
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	0.00
<b>Total 1210 Prepaid Expenses</b>	<b>0.00</b>
1499 Undeposited Funds	65.00
3210 Scholarship Fund - check deposits	0.00
<b>Total Other Current Assets</b>	<b>\$ -5,449.67</b>
<b>Total Current Assets</b>	<b>\$724,640.89</b>
Fixed Assets	
1062 Office Equipment	0.00
1062A Original Cost	14,064.06
1062B Accumulated Depreciation	-9,857.42
<b>Total 1062 Office Equipment</b>	<b>4,206.64</b>
<b>Total Fixed Assets</b>	<b>\$4,206.64</b>
<b>TOTAL ASSETS</b>	<b>\$728,847.53</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2200 *Accounts Payable	7,167.25
<b>Total Accounts Payable</b>	<b>\$7,167.25</b>
Other Current Liabilities	
2206 Prepaid Dues	0.00
2206.1 Prepaid Firm Dues	0.00



	TOTAL
2206.2 Prepaid Index Dues	0.00
2206.3 Prepaid ACEC Dues	0.00
2206.4 Prepaid Affiliate Dues	0.00
<b>Total 2206 Prepaid Dues</b>	<b>0.00</b>
2209 PAC Clearing Account	0.00
2210 Due to PAC	0.00
2211 Deferred Income	0.00
25600 Dues Owed to National	0.00
25610 Dues Owed to National - Current	83,207.12
25620 Dues Owed to National - Past Due	30,549.04
<b>Total 25600 Dues Owed to National</b>	<b>113,756.16</b>
25700 Accrued Payroll and Taxes	6,226.60
25800 ACCRUED VACATION	9,028.58
3209 PaCE PAC Donations by Check or Charge	0.00
7209 PaCE PAC Campaign Donations	0.00
7920 PaCE PAC Lobbying Expenses	0.00
PA Department of Revenue Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$129,011.34</b>
<b>Total Current Liabilities</b>	<b>\$136,178.59</b>
<b>Total Liabilities</b>	<b>\$136,178.59</b>
Equity	
2900 Opening Bal Equity	0.00
2960 Retained Earnings	139,061.69
3100 Scholarship (Golf Outing) Restricted	25,520.82
Net Assets	
Net Revenue	428,086.43
<b>Total Equity</b>	<b>\$592,668.94</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$728,847.53</b>

# American Council of Engineering Companies of Pennsylvania

## Budget vs. Actuals: FY 2019-2020 - FY20 P&L

July 2019

	Total			
	Actual	Budget	over Budget	% of Budget
<b>Revenue</b>				
<b>3000 Dues Income</b>				
3001 Base ACEC/PA Dues	54,500.00	54,500.00	0.00	100.00%
3002 ACEC/PA Dues	375,754.75	345,900.00	29,854.75	108.63%
3003 Affiliate Dues	33,390.00	29,000.00	4,390.00	115.14%
<b>Total 3000 Dues Income</b>	<b>\$ 463,644.75</b>	<b>\$ 429,400.00</b>	<b>\$ 34,244.75</b>	<b>107.98%</b>
3009 ACEC BIT Royalty		0.00	0.00	
3015 Member Directory Income	3,175.00	0.00	3,175.00	
<b>3300 Meetings</b>				
3301 Central Chapter Meeting	975.00	0.00	975.00	
3302 Eastern Chapter Meeting	1,105.00	0.00	1,105.00	
3303 Western Chapter Meeting	910.00	0.00	910.00	
3304 Govt Affairs Breakfast	0.00	0.00	0.00	
3305 Annual Meeting				
3305.1 Annual Meeting Sponsorships	844.00	0.00	844.00	
3305.2 Annual Meeting Registrations	675.00	0.00	675.00	
<b>Total 3305 Annual Meeting</b>	<b>\$ 1,519.00</b>	<b>\$ 0.00</b>	<b>\$ 1,519.00</b>	
3306 Spring Conference				
3306.1 Spring Conference Sponsorships	844.00	0.00	844.00	
3306.2 Spring Conference Registrations	299.00	0.00	299.00	
<b>Total 3306 Spring Conference</b>	<b>\$ 1,143.00</b>	<b>\$ 0.00</b>	<b>\$ 1,143.00</b>	
3307 ACEC/PA Fall Conference				
3307.1 Fall Conference Sponsorships	5,444.00	0.00	5,444.00	
3307.2 Fall Conference Registrations	1,050.00	0.00	1,050.00	
<b>Total 3307 ACEC/PA Fall Conference</b>	<b>\$ 6,494.00</b>	<b>\$ 0.00</b>	<b>\$ 6,494.00</b>	
3308 Diamond Awards				
3308.1 Diamond Awards Sponsorships	0.00	0.00	0.00	
3308.2 Diamond Awards Registrations	0.00	0.00	0.00	
3308.3 Diamond Awards Project Submission Fee	0.00	0.00	0.00	
<b>Total 3308 Diamond Awards</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	
3309 Scholarship Golf Outing				
3309.1 Golf Outing Sponsorships	7,820.00	2,000.00	5,820.00	391.00%
3309.2 Golf Outing Registrations	6,270.00	1,000.00	5,270.00	627.00%
3309.3 Golf Outing Mulligans/Raffle	0.00	0.00	0.00	
<b>Total 3309 Scholarship Golf Outing</b>	<b>\$ 14,090.00</b>	<b>\$ 3,000.00</b>	<b>\$ 11,090.00</b>	<b>469.67%</b>
3403 Legislative Day	1,069.00	0.00	1,069.00	
<b>Total 3300 Meetings</b>	<b>\$ 27,305.00</b>	<b>\$ 3,000.00</b>	<b>\$ 24,305.00</b>	<b>910.17%</b>
<b>3900 Investment Income</b>				
3901 Interest	4.51	100.00	-95.49	4.51%
3902 Dividends	65.03	50.00	15.03	130.06%

Total 3900 Investment Income	\$ 69.54	\$ 150.00	-\$ 80.46	46.36%
3951 Misc Income	77.20	0.00	77.20	
Total Revenue	\$ 494,271.49	\$ 432,550.00	\$ 61,721.49	114.27%
Gross Profit	\$ 494,271.49	\$ 432,550.00	\$ 61,721.49	114.27%
Expenditures				
4000 Payroll Expenditures				
4001 Salaries	28,600.00	21,400.00	7,200.00	133.64%
4002 Payroll Taxes	2,187.90	2,100.00	87.90	104.19%
4003 Employee Benefits	2,535.06	1,200.00	1,335.06	211.26%
4004 Retirement	279.37	856.00	-576.63	32.64%
4005 Payroll Fees	118.50	60.00	58.50	197.50%
Total 4000 Payroll Expenditures	\$ 33,720.83	\$ 25,616.00	\$ 8,104.83	131.64%
4015 Member Directory Expenses	0.00	0.00	0.00	
4300 Meetings Expense				
4302 Central Chapter Mtg Expense				
4302.2 Central Chapter Mtg Travel	0.00	0.00	0.00	
4302.3 Central Chapter Mtg F&B	0.00	0.00	0.00	
Total 4302 Central Chapter Mtg Expense	\$ 0.00	\$ 0.00	\$ 0.00	
4303 Eastern Chapter Mtg Expense				
4303.2 Eastern Chapter Mtg Travel	0.00	0.00	0.00	
4303.3 Eastern Chapter Mtg F&B	0.00	0.00	0.00	
4303.4 Eastern Chapter Mtg AV/Rm Rental	0.00	0.00	0.00	
Total 4303 Eastern Chapter Mtg Expense	\$ 0.00	\$ 0.00	\$ 0.00	
4304 Western Chapter Mtg Expense				
4304.2 Western Chapter Mtg Travel	0.00	0.00	0.00	
4304.3 Western Chapter Mtg F&B	0.00	0.00	0.00	
Total 4304 Western Chapter Mtg Expense	\$ 0.00	\$ 0.00	\$ 0.00	
4305 Govt Affairs Bfast Expense				
4305.3 Govt Affairs Bfast F&B	0.00	0.00	0.00	
Total 4305 Govt Affairs Bfast Expense	\$ 0.00	\$ 0.00	\$ 0.00	
4306 Diamond Awards Expense				
4306.1 Awards Expense	0.00	0.00	0.00	
4306.2 Diamond Awards Travel	0.00	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	0.00	
4306.5 Diamond Awards Supplies/Misc.	0.00	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	112.80	0.00	112.80	
4307.3 Annual Meeting F&B	6,000.00	0.00	6,000.00	
4307.4 Annual Meeting AV/Rm Rental	0.00	0.00	0.00	
4307.5 Annual Meeting Supplies	0.00	0.00	0.00	
4307.6 Annual Meeting Activities	0.00	0.00	0.00	
Total 4307 Annual Meeting Expense	\$ 6,112.80	\$ 0.00	\$ 6,112.80	
4308 Spring Conference Expense				
4308.3 Spring Conference F&B	0.00	0.00	0.00	
4308.4 Spring Conference AV/Rm Rental	0.00	0.00	0.00	

4308.5 Spring Conference Supplies	0.00	0.00	0.00	
4308.7 Spring Conference Speaker	0.00	0.00	0.00	
<b>Total 4308 Spring Conference Expense</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	
<b>4309 ACEC/PA Fall Conference Expense</b>				
4309.2 Fall Conference Travel	0.00	0.00	0.00	
4309.3 Fall Conference F&B	0.00	0.00	0.00	
4309.4 Fall Conference AV/Rm Rental	0.00	0.00	0.00	
4309.5 Fall Conference Supplies	0.00	0.00	0.00	
<b>Total 4309 ACEC/PA Fall Conference Expense</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	
<b>4310 Scholarship Golf Outing Expense</b>				
4310.1 Scholarship Gift Given	0.00	0.00	0.00	
4310.2 Golf Outing Travel	0.00	0.00	0.00	
4310.3 Golf Outing F&B	0.00	0.00	0.00	
4310.4 Golf Outing Green/Cart Fees	0.00	0.00	0.00	
4310.5 Golf Outing Supplies	0.00	0.00	0.00	
4310.6 Other Golf Outing Expenses	0.00	0.00	0.00	
4310.7 Scholarship Income Tfr	0.00	0.00	0.00	
<b>Total 4310 Scholarship Golf Outing Expense</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	
<b>4351 Legislative Day Expenses</b>				
4351.1 Legislative Day Printing/Postage	0.00	0.00	0.00	
4351.2 Legislative Day Travel	0.00	0.00	0.00	
4351.3 Legislative Day F&B	0.00	0.00	0.00	
4351.5 Legislative Day Supplies	0.00	0.00	0.00	
<b>Total 4351 Legislative Day Expenses</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	
<b>Total 4300 Meetings Expense</b>	<b>\$ 12,112.80</b>	<b>\$ 0.00</b>	<b>\$ 12,112.80</b>	
<b>4400 Insurance</b>				
4401 Business Insurance	630.00	0.00	630.00	
4402 Workers Comp Insurance	211.70	0.00	211.70	
4403 Auto Insurance	424.70	210.00	214.70	202.24%
4404 Directors & Officers Liability	1,528.00	0.00	1,528.00	
<b>Total 4400 Insurance</b>	<b>\$ 2,794.40</b>	<b>\$ 210.00</b>	<b>\$ 2,584.40</b>	<b>1330.67%</b>
<b>4500 Office Supplies and Expenses</b>				
4501 Supplies	29.75	600.00	-570.25	4.96%
4502 Copier Supplies/Equipment	136.15	250.00	-113.85	54.46%
4503 Office Expense/Gifts		30.00	-30.00	0.00%
<b>Total 4500 Office Supplies and Expenses</b>	<b>\$ 165.90</b>	<b>\$ 880.00</b>	<b>-\$ 714.10</b>	<b>18.85%</b>
<b>4600 Office/Admin Expense</b>				
4601 Bank CC Monthly Charges	39.95	50.00	-10.05	79.90%
4602 CC Transaction Fees	129.62	1,200.00	-1,070.38	10.80%
4603 Internet Services	327.44	265.00	62.44	123.56%
4604 Printing	0.00	500.00	-500.00	0.00%
4605 Postage	0.00	30.00	-30.00	0.00%
4606 Rent	3,477.49	3,480.00	-2.51	99.93%
4608 Telephone	708.39	700.00	8.39	101.20%
<b>Total 4600 Office/Admin Expense</b>	<b>\$ 4,682.89</b>	<b>\$ 6,225.00</b>	<b>-\$ 1,542.11</b>	<b>75.23%</b>
<b>4900 Board Expenses</b>	0.00	0.00	0.00	
<b>4910 Prof Dev/Meetings</b>	0.00	0.00	0.00	

4920 Lobbying Expenses	166.67	175.00	-8.33	95.24%
4940 Tenant Improvements	0.00	100.00	-100.00	0.00%
5000 Committee Expenses	0.00	0.00	0.00	
5100 Member-Related (non-travel)	70.00	0.00	70.00	
5210 Dues/Subscriptions				
5211 Publication Subscriptions	0.00	1,300.00	-1,300.00	0.00%
5212 Prof Memberships	0.00	300.00	-300.00	0.00%
5213 Subscriptions	7,066.54	8,000.00	-933.46	88.33%
<b>Total 5210 Dues/Subscriptions</b>	<b>\$ 7,066.54</b>	<b>\$ 9,600.00</b>	<b>-\$ 2,533.46</b>	<b>73.61%</b>
5520 Professional Services				
5521 Legal	0.00	833.00	-833.00	0.00%
5522 Accountant	0.00	250.00	-250.00	0.00%
5523 Computer/IT	0.00	100.00	-100.00	0.00%
5524 Internet Survey	0.00	0.00	0.00	
5525 Public Relations	5,000.00	5,400.00	-400.00	92.59%
<b>Total 5520 Professional Services</b>	<b>\$ 5,000.00</b>	<b>\$ 6,583.00</b>	<b>-\$ 1,583.00</b>	<b>75.95%</b>
5600 Travel Expenses			0.00	
5601 ACEC/NACEC Travel Expenses	-130.40	1,500.00	-1,630.40	-8.69%
5604 Legislative Travel Expense	0.00	250.00	-250.00	0.00%
5605 Staff/Membership Related Travel	0.00	300.00	-300.00	0.00%
<b>Total 5600 Travel Expenses</b>	<b>-\$ 130.40</b>	<b>\$ 2,050.00</b>	<b>-\$ 2,180.40</b>	<b>-6.36%</b>
5610 Auto Expenses				
5611 Vehicle Maintenance	0.00	15.00	-15.00	0.00%
5612 Vehicle Lease	525.43	526.00	-0.57	99.89%
5613 Vehicle Gas/Tolls/Parking	10.00	75.00	-65.00	13.33%
<b>Total 5610 Auto Expenses</b>	<b>\$ 535.43</b>	<b>\$ 616.00</b>	<b>-\$ 80.57</b>	<b>86.92%</b>
<b>Total Expenditures</b>	<b>\$ 66,185.06</b>	<b>\$ 52,055.00</b>	<b>\$ 14,130.06</b>	<b>127.14%</b>
<b>Net Operating Revenue</b>	<b>\$ 428,086.43</b>	<b>\$ 380,495.00</b>	<b>\$ 47,591.43</b>	<b>112.51%</b>
<b>Net Revenue</b>	<b>\$ 428,086.43</b>	<b>\$ 380,495.00</b>	<b>\$ 47,591.43</b>	<b>112.51%</b>

Wednesday, Aug 07, 2019 07:36:10 PM GMT-7 - Accrual Basis

# American Council of Engineering Companies of Pennsylvania

## Budget vs. Actuals: FY 2019-2020 - FY20 P&L

July 2019 - June 2020

	Actual	Budget	Total over Budget	% of Budget
<b>Revenue</b>				
<b>3000 Dues Income</b>				
3001 Base ACEC/PA Dues	54,500.00	57,500.00	-3,000.00	94.78%
3002 ACEC/PA Dues	375,754.75	356,070.00	19,684.75	105.53%
3003 Affiliate Dues	33,390.00	36,875.00	-3,485.00	90.55%
<b>Total 3000 Dues Income</b>	<b>\$ 463,644.75</b>	<b>\$ 450,445.00</b>	<b>\$ 13,199.75</b>	<b>102.93%</b>
3009 ACEC BIT Royalty	0.00	1,200.00	-1,200.00	0.00%
3015 Member Directory Income	3,175.00	0.00	3,175.00	
<b>3300 Meetings</b>				
3301 Central Chapter Meeting	1,235.00	16,250.00	-15,015.00	7.60%
3302 Eastern Chapter Meeting	1,365.00	27,300.00	-25,935.00	5.00%
3303 Western Chapter Meeting	1,235.00	27,300.00	-26,065.00	4.52%
3304 Govt Affairs Breakfast	0.00	16,250.00	-16,250.00	0.00%
3305 Annual Meeting				
3305.1 Annual Meeting Sponsorships	844.00	8,000.00	-7,156.00	10.55%
3305.2 Annual Meeting Registrations	675.00	25,875.00	-25,200.00	2.61%
<b>Total 3305 Annual Meeting</b>	<b>\$ 1,519.00</b>	<b>\$ 33,875.00</b>	<b>-\$ 32,356.00</b>	<b>4.48%</b>
3306 Spring Conference				
3306.1 Spring Conference Sponsorships	844.00	14,500.00	-13,656.00	5.82%
3306.2 Spring Conference Registrations	299.00	31,835.00	-31,536.00	0.94%
<b>Total 3306 Spring Conference</b>	<b>\$ 1,143.00</b>	<b>\$ 46,335.00</b>	<b>-\$ 45,192.00</b>	<b>2.47%</b>
3307 ACEC/PA Fall Conference				
3307.1 Fall Conference Sponsorships	5,444.00	9,000.00	-3,556.00	60.49%
3307.2 Fall Conference Registrations	1,050.00	27,750.00	-26,700.00	3.78%
<b>Total 3307 ACEC/PA Fall Conference</b>	<b>\$ 6,494.00</b>	<b>\$ 36,750.00</b>	<b>-\$ 30,256.00</b>	<b>17.67%</b>
3308 Diamond Awards				
3308.1 Diamond Awards Sponsorships	0.00	20,000.00	-20,000.00	0.00%
3308.2 Diamond Awards Registrations	0.00	38,085.00	-38,085.00	0.00%
3308.3 Diamond Awards Project Submission Fee	0.00	9,600.00	-9,600.00	0.00%
<b>Total 3308 Diamond Awards</b>	<b>\$ 0.00</b>	<b>\$ 67,685.00</b>	<b>-\$ 67,685.00</b>	<b>0.00%</b>
3309 Scholarship Golf Outing				
3309.1 Golf Outing Sponsorships	7,820.00	12,000.00	-4,180.00	65.17%
3309.2 Golf Outing Registrations	6,650.00	10,740.00	-4,090.00	61.92%
3309.3 Golf Outing Mulligans/Raffle	0.00	4,900.00	-4,900.00	0.00%
<b>Total 3309 Scholarship Golf Outing</b>	<b>\$ 14,470.00</b>	<b>\$ 27,640.00</b>	<b>-\$ 13,170.00</b>	<b>52.35%</b>
3403 Legislative Day	1,069.00	7,500.00	-6,431.00	14.25%
<b>Total 3300 Meetings</b>	<b>\$ 28,530.00</b>	<b>\$ 306,885.00</b>	<b>-\$ 278,355.00</b>	<b>9.30%</b>
<b>3900 Investment Income</b>				
3901 Interest	4.51	1,200.00	-1,195.49	0.38%
3902 Dividends	65.03	600.00	-534.97	10.84%

Total 3900 Investment Income	\$ 69.54	\$ 1,800.00	-\$ 1,730.46	3.86%
3951 Misc Income	77.20		77.20	
<b>Total Revenue</b>	<b>\$ 495,496.49</b>	<b>\$ 760,330.00</b>	<b>-\$ 264,833.51</b>	<b>65.17%</b>
<b>Gross Profit</b>	<b>\$ 495,496.49</b>	<b>\$ 760,330.00</b>	<b>-\$ 264,833.51</b>	<b>65.17%</b>
<b>Expenditures</b>				
<b>4000 Payroll Expenditures</b>				
4001 Salaries	28,600.00	256,800.00	-228,200.00	11.14%
4002 Payroll Taxes	2,187.90	25,200.00	-23,012.10	8.68%
4003 Employee Benefits	2,535.06	14,400.00	-11,864.94	17.60%
4004 Retirement	1,036.57	10,272.00	-9,235.43	10.09%
4005 Payroll Fees	118.50	720.00	-601.50	16.46%
<b>Total 4000 Payroll Expenditures</b>	<b>\$ 34,478.03</b>	<b>\$ 307,392.00</b>	<b>-\$ 272,913.97</b>	<b>11.22%</b>
4015 Member Directory Expenses	0.00	750.00	-750.00	0.00%
<b>4300 Meetings Expense</b>				
<b>4302 Central Chapter Mtg Expense</b>				
4302.2 Central Chapter Mtg Travel	0.00	50.00	-50.00	0.00%
4302.3 Central Chapter Mtg F&B	0.00	5,985.00	-5,985.00	0.00%
<b>Total 4302 Central Chapter Mtg Expense</b>	<b>\$ 0.00</b>	<b>\$ 6,035.00</b>	<b>-\$ 6,035.00</b>	<b>0.00%</b>
<b>4303 Eastern Chapter Mtg Expense</b>				
4303.2 Eastern Chapter Mtg Travel	0.00	210.00	-210.00	0.00%
4303.3 Eastern Chapter Mtg F&B	0.00	14,280.00	-14,280.00	0.00%
4303.4 Eastern Chapter Mtg AV/Rm Rental	0.00	1,050.00	-1,050.00	0.00%
<b>Total 4303 Eastern Chapter Mtg Expense</b>	<b>\$ 0.00</b>	<b>\$ 15,540.00</b>	<b>-\$ 15,540.00</b>	<b>0.00%</b>
<b>4304 Western Chapter Mtg Expense</b>				
4304.2 Western Chapter Mtg Travel	0.00	270.00	-270.00	0.00%
4304.3 Western Chapter Mtg F&B	0.00	13,200.00	-13,200.00	0.00%
<b>Total 4304 Western Chapter Mtg Expense</b>	<b>\$ 0.00</b>	<b>\$ 13,470.00</b>	<b>-\$ 13,470.00</b>	<b>0.00%</b>
<b>4305 Govt Affairs Bfast Expense</b>				
4305.3 Govt Affairs Bfast F&B	0.00	4,125.00	-4,125.00	0.00%
<b>Total 4305 Govt Affairs Bfast Expense</b>	<b>\$ 0.00</b>	<b>\$ 4,125.00</b>	<b>-\$ 4,125.00</b>	<b>0.00%</b>
<b>4306 Diamond Awards Expense</b>				
4306.1 Awards Expense	0.00	2,000.00	-2,000.00	0.00%
4306.2 Diamond Awards Travel	0.00	200.00	-200.00	0.00%
4306.3 Diamond Awards F&B	6,000.00	32,000.00	-26,000.00	18.75%
4306.4 Diamond Awards AV/Rm Rental	0.00	10,600.00	-10,600.00	0.00%
4306.5 Diamond Awards Supplies/Misc.	0.00	8,100.00	-8,100.00	0.00%
<b>Total 4306 Diamond Awards Expense</b>	<b>\$ 6,000.00</b>	<b>\$ 52,900.00</b>	<b>-\$ 46,900.00</b>	<b>11.34%</b>
<b>4307 Annual Meeting Expense</b>				
4307.2 Annual Meeting Travel	112.80	3,000.00	-2,887.20	3.76%
4307.3 Annual Meeting F&B	6,000.00	13,000.00	-7,000.00	46.15%
4307.4 Annual Meeting AV/Rm Rental	0.00	2,500.00	-2,500.00	0.00%
4307.5 Annual Meeting Supplies	0.00	600.00	-600.00	0.00%
4307.6 Annual Meeting Activities	0.00	5,500.00	-5,500.00	0.00%
<b>Total 4307 Annual Meeting Expense</b>	<b>\$ 6,112.80</b>	<b>\$ 24,600.00</b>	<b>-\$ 18,487.20</b>	<b>24.85%</b>
<b>4308 Spring Conference Expense</b>				
4308.3 Spring Conference F&B	0.00	18,835.00	-18,835.00	0.00%
4308.4 Spring Conference AV/Rm Rental	0.00	5,750.00	-5,750.00	0.00%

4308.5 Spring Conference Supplies	0.00	500.00	-500.00	0.00%
4308.7 Spring Conference Speaker	0.00	2,000.00	-2,000.00	0.00%
<b>Total 4308 Spring Conference Expense</b>	<b>\$ 0.00</b>	<b>\$ 27,085.00</b>	<b>-\$ 27,085.00</b>	<b>0.00%</b>
<b>4309 ACEC/PA Fall Conference Expense</b>				
4309.2 Fall Conference Travel	0.00	50.00	-50.00	0.00%
4309.3 Fall Conference F&B	0.00	10,316.00	-10,316.00	0.00%
4309.4 Fall Conference AV/Rm Rental	0.00	1,650.00	-1,650.00	0.00%
4309.5 Fall Conference Supplies	0.00	500.00	-500.00	0.00%
<b>Total 4309 ACEC/PA Fall Conference Expense</b>	<b>\$ 0.00</b>	<b>\$ 12,516.00</b>	<b>-\$ 12,516.00</b>	<b>0.00%</b>
<b>4310 Scholarship Golf Outing Expense</b>				
4310.1 Scholarship Gift Given	0.00	2,500.00	-2,500.00	0.00%
4310.2 Golf Outing Travel	0.00	50.00	-50.00	0.00%
4310.3 Golf Outing F&B	0.00	4,670.00	-4,670.00	0.00%
4310.4 Golf Outing Green/Cart Fees	0.00	3,880.00	-3,880.00	0.00%
4310.5 Golf Outing Supplies	0.00	4,245.00	-4,245.00	0.00%
4310.6 Other Golf Outing Expenses	0.00	1,800.00	-1,800.00	0.00%
4310.7 Scholarship Income Tfr	0.00	10,495.00	-10,495.00	0.00%
<b>Total 4310 Scholarship Golf Outing Expense</b>	<b>\$ 0.00</b>	<b>\$ 27,640.00</b>	<b>-\$ 27,640.00</b>	<b>0.00%</b>
<b>4351 Legislative Day Expenses</b>				
4351.1 Legislative Day Printing/Postage	0.00	2,550.00	-2,550.00	0.00%
4351.2 Legislative Day Travel	0.00	20.00	-20.00	0.00%
4351.3 Legislative Day F&B	0.00	4,000.00	-4,000.00	0.00%
4351.5 Legislative Day Supplies	0.00	900.00	-900.00	0.00%
<b>Total 4351 Legislative Day Expenses</b>	<b>\$ 0.00</b>	<b>\$ 7,470.00</b>	<b>-\$ 7,470.00</b>	<b>0.00%</b>
<b>Total 4300 Meetings Expense</b>	<b>\$ 12,112.80</b>	<b>\$ 191,381.00</b>	<b>-\$ 179,268.20</b>	<b>6.33%</b>
<b>4400 Insurance</b>				
4401 Business Insurance	630.00	650.00	-20.00	96.92%
4402 Workers Comp Insurance	211.70	700.00	-488.30	30.24%
4403 Auto Insurance	424.70	2,520.00	-2,095.30	16.85%
4404 Directors & Officers Liability	1,528.00	1,800.00	-272.00	84.89%
<b>Total 4400 Insurance</b>	<b>\$ 2,794.40</b>	<b>\$ 5,670.00</b>	<b>-\$ 2,875.60</b>	<b>49.28%</b>
<b>4500 Office Supplies and Expenses</b>				
4501 Supplies	29.75	6,200.00	-6,170.25	0.48%
4502 Copier Supplies/Equipment	136.15	14,250.00	-14,113.85	0.96%
4503 Office Expense/Gifts	0.00	360.00	-360.00	0.00%
<b>Total 4500 Office Supplies and Expenses</b>	<b>\$ 165.90</b>	<b>\$ 20,810.00</b>	<b>-\$ 20,644.10</b>	<b>0.80%</b>
<b>4600 Office/Admin Expense</b>				
4601 Bank CC Monthly Charges	39.95	600.00	-560.05	6.66%
4602 CC Transaction Fees	129.62	14,400.00	-14,270.38	0.90%
4603 Internet Services	327.44	3,180.00	-2,852.56	10.30%
4604 Printing	0.00	500.00	-500.00	0.00%
4605 Postage	0.00	360.00	-360.00	0.00%
4606 Rent	6,954.98	41,760.00	-34,805.02	16.65%
4608 Telephone	708.39	8,400.00	-7,691.61	8.43%
<b>Total 4600 Office/Admin Expense</b>	<b>\$ 8,160.38</b>	<b>\$ 69,200.00</b>	<b>-\$ 61,039.62</b>	<b>11.79%</b>
<b>4900 Board Expenses</b>	0.00	3,200.00	-3,200.00	0.00%
<b>4910 Prof Dev/Meetings</b>	0.00	1,100.00	-1,100.00	0.00%



4920 Lobbying Expenses	333.34	2,700.00	-2,366.66	12.35%
4940 Tenant Improvements	0.00	1,200.00	-1,200.00	0.00%
5000 Committee Expenses	0.00	750.00	-750.00	0.00%
5100 Member-Related (non-travel)	150.00	2,000.00	-1,850.00	7.50%
5210 Dues/Subscriptions				
5211 Publication Subscriptions	1,850.00	3,850.00	-2,000.00	48.05%
5212 Prof Memberships	0.00	2,200.00	-2,200.00	0.00%
5213 Subscriptions	7,066.54	9,000.00	-1,933.46	78.52%
<b>Total 5210 Dues/Subscriptions</b>	<b>\$ 8,916.54</b>	<b>\$ 15,050.00</b>	<b>-\$ 6,133.46</b>	<b>59.25%</b>
5520 Professional Services				
5521 Legal	0.00	10,000.00	-10,000.00	0.00%
5522 Accountant	0.00	10,000.00	-10,000.00	0.00%
5523 Computer/IT	0.00	5,900.00	-5,900.00	0.00%
5524 Internet Survey	0.00	1,500.00	-1,500.00	0.00%
5525 Public Relations	10,000.00	64,800.00	-54,800.00	15.43%
<b>Total 5520 Professional Services</b>	<b>\$ 10,000.00</b>	<b>\$ 92,200.00</b>	<b>-\$ 82,200.00</b>	<b>10.85%</b>
5600 Travel Expenses			0.00	
5601 ACEC/NACEC Travel Expenses	-130.40	11,000.00	-11,130.40	-1.19%
5604 Legislative Travel Expense	0.00	3,000.00	-3,000.00	0.00%
5605 Staff/Membership Related Travel	0.00	3,600.00	-3,600.00	0.00%
<b>Total 5600 Travel Expenses</b>	<b>-\$ 130.40</b>	<b>\$ 17,600.00</b>	<b>-\$ 17,730.40</b>	<b>-0.74%</b>
5610 Auto Expenses			0.00	
5611 Vehicle Maintenance	0.00	180.00	-180.00	0.00%
5612 Vehicle Lease	525.43	6,312.00	-5,786.57	8.32%
5613 Vehicle Gas/Tolls/Parking	10.00	900.00	-890.00	1.11%
<b>Total 5610 Auto Expenses</b>	<b>\$ 535.43</b>	<b>\$ 7,392.00</b>	<b>-\$ 6,856.57</b>	<b>7.24%</b>
<b>Total Expenditures</b>	<b>\$ 77,516.42</b>	<b>\$ 738,395.00</b>	<b>-\$ 660,878.58</b>	<b>10.50%</b>
<b>Net Operating Revenue</b>	<b>\$ 417,980.07</b>	<b>\$ 21,935.00</b>	<b>\$ 396,045.07</b>	<b>1905.54%</b>
<b>Net Revenue</b>	<b>\$ 417,980.07</b>	<b>\$ 21,935.00</b>	<b>\$ 396,045.07</b>	<b>1905.54%</b>

Wednesday, Aug 07, 2019 07:22:41 PM GMT-7 - Accrual Basis

**American Council of Engineering Companies of Pennsylvania  
2019-2020 Meeting Profitability Snapshot**

Central Chapter	
To Date Revenue	\$ 975.00
To Date Expense	\$ -
<b>To Date Income</b>	<b>\$ 975.00</b>

Fall Conference	
To Date Revenue	\$ 6,494.00
To Date Expense	\$ -
<b>To Date Income</b>	<b>\$ 6,494.00</b>

Eastern Chapter	
To Date Revenue	\$ 1,105.00
To Date Expense	\$ -
<b>To Date Income</b>	<b>\$ 1,105.00</b>

Diamond Awards	
To Date Revenue	\$ -
To Date Expense	\$ 6,000.00
<b>To Date Income</b>	<b>\$ (6,000.00)</b>

Western Chapter	
To Date Revenue	\$ 910.00
To Date Expense	\$ -
<b>To Date Income</b>	<b>\$ 910.00</b>

Legislative Day	
To Date Revenue	\$ 1,069.00
To Date Expense	\$ -
<b>To Date Income</b>	<b>\$ 1,069.00</b>

Government Affairs Breakfast	
To Date Revenue	\$ -
To Date Expense	\$ -
<b>To Date Income</b>	<b>\$ -</b>

Spring Conference	
To Date Revenue	\$ 1,143.00
To Date Expense	\$ -
<b>To Date Income</b>	<b>\$ 1,143.00</b>

Annual Meeting	
To Date Revenue	\$ 1,519.00
To Date Expense	\$ 6,112.80
<b>To Date Income</b>	<b>\$ (4,593.80)</b>

**Total: \$ 1,102.20**

7/31/2019 kw

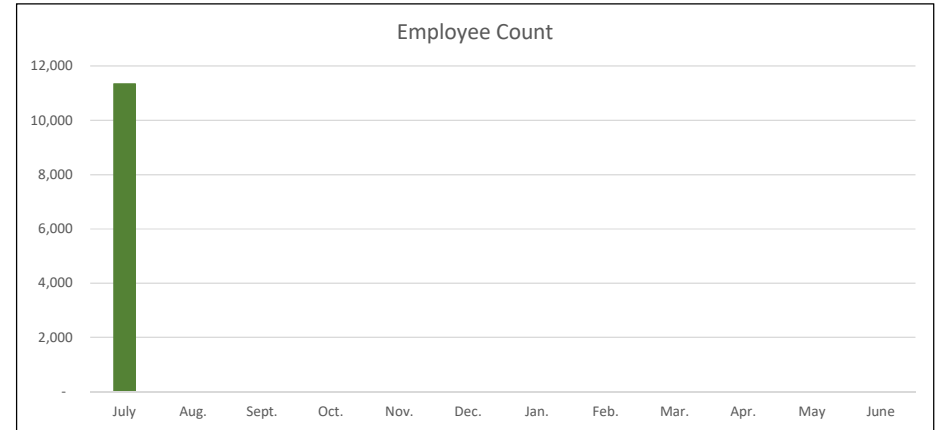


## July 2019 Membership Report Member Firms

Month	Starting Index	Starting # Employees	New Index	New # Employees	Drop Index	Drop # Employees	Index	Employee Count
July	1306.63	11,431			15.34	83	1291.29	11,348
Aug.								
Sept.								
Oct.								
Nov.								
Dec.								
Jan.								
Feb.								
Mar.								
Apr.								
May								
June								

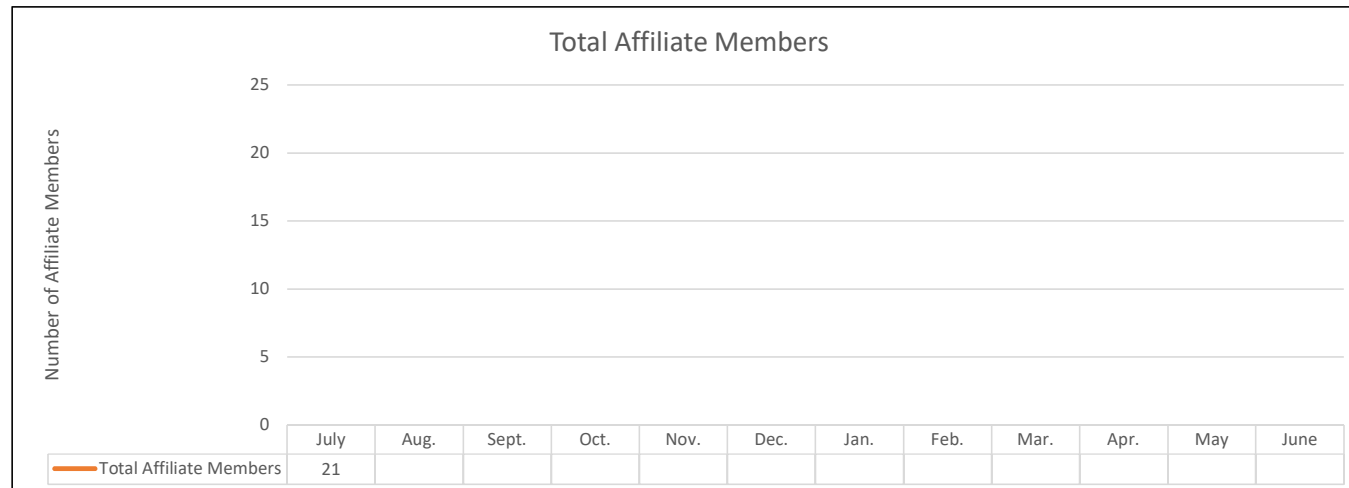
New Member Firms		
Firm Name	Index	Employee Count
N/A		

Drop Member Firms		
Firm Name	Index	Employee Count
ExecuPOWER	3.73	10
Response Electric	11.61	73





New Affiliate Members	
N/A	





## **2019 ACEC PAC Contributors**

**As of July 30, 2019**

**2019 ACEC PAC Goal \$33,958**

**YTD Raised \$18,600**

### **\$2,500 and greater**

---

### **\$1,000-2499**

---

**Larson Design Group PAC**

**Michael Baker Corp PAC**

Ernest Hanna, GZA Geoenvironmental, Inc.

Thomas Maheady, Borton-Lawson

### **\$500-999**

---

Art Barrett, Gannett Fleming, Inc.

Michael Bougher, Stantec

Roseline Bougher, A.D. Marble

Eric Flicker, Pennoni Associates, Inc.

Troy Holloway, Century Engineering, Inc.

Kevin Johnson, Traffic, Planning & Design, Inc.

Joyce Markosky, The Markosky Engineering Group, Inc.

Mark Markosky, The Markosky Engineering Group, Inc.

Matthew Marquardt, Urban Engineers

Lea Nadler, Susquehanna Civil, Inc.

Joseph O'Neil, WBCM

John Prybella, WBCM

Derek Rogers, RIG Consulting, Inc.

Perry Schweiss, SPK, Inc.

Rosanna Smithnosky, Susquehanna Civil, Inc.

Margaret Talarico, Foresight Construction Services, LLC

Eric Veydt, Gannett Fleming, Inc.

### **\$250-499**

---

Sandra Basehore, Skelly & Loy, Inc.

Eric Frary, Michael Baker International

Todd Morris, Pennoni Associates, Inc.

Leeann Sherman, ACEC/PA

TranSystems Corp. PAC

## **\$1-249**

---

Nicholas Brien, Dawood Engineering, Inc.

Bony Dawood, Dawood Engineering, Inc.

Stanley Gavlick, AXA XL

Deborah Hoover, KCI Technologies, Inc.

Thomas Lindsey, KCI Technologies, Inc.

James Markham, Pennoni Associates, Inc.

Robert Nuss, KCI Technologies, Inc.

Marc Pinto, Susquehanna Civil

John Zarsky, Pennoni Associates, Inc.

Scott Zeevaart, Gannett Fleming, Inc.



## **2019 PaCE PAC Contributors**

*As of July 31, 2019*

2019 PaCE PAC Goal - \$25,000  
Contributions received to-date - \$14,400

### **\$1,000 and greater**

---

Larson Design Group

### **\$500 - \$999**

---

Michael Bougher, Stantec  
Roseline Bougher, A.D. Marble & Company  
Eric Frary, Michael Baker International  
Michael Girman, AECOM  
Ernest Hanna, GZA  
Patrick Kane, Greenman-Pedersen, Inc.  
Matt Marquardt, Urban Engineers  
Casey Moore, McMahan Associates  
Lea Nadler, Susquehanna Civil, Inc.  
Matthew Natale, JMT  
Joseph O'Neil, WBCM  
John Prybella, WBCM  
Derek Rogers, RIG Consulting, Inc.  
Perry Schweiss, SPK  
Rosanna Smithnosky, Susquehanna Civil, Inc.  
Margaret Talarico, Foresight Construction Services, LLC  
D. Eric Veydt, Gannett Fleming

### **\$250 - \$499**

---

Christopher Bauer, McMahon Associates  
Gerald Fry, JMT  
Jeff Guzy, RK&K  
Kevin Johnson, Traffic, Planning & Design  
Todd Morris, Pennoni Associates  
Joseph Riley, WSP  
Jeffrey Roken, Urban Engineers, Inc.  
Scott Zeevaart, Gannett Fleming, Inc.

### **\$1 - \$249**

---

Steven Barber, Michael Baker Intl  
James Brady, STV Incorporated  
Eileen Collins, KCI Technologies, Inc.

Douglas George, Stantec  
Deborah Hoover, KCI Technologies, Inc.  
Thomas Lindsey, KCI Technologies, Inc.  
Eric Martz, KCI Technologies, Inc.  
Paul McNamee, KCI Technologies, Inc.  
Eric Meyer, WRA  
Robert Nuss, KCI Technologies, Inc.  
Curt Sanno, Dewberry  
Leonard Smith, STV Incorporated





## **FINANCIAL MANAGEMENT POLICIES AND PROCEDURES**

### **1. GENERAL PURPOSE**

The purpose of these policies is to establish guidelines for developing financial goals and objectives, making financial decisions, reporting the financial status of the Association, and managing the Association's funds.

### **2. FINANCIAL RESPONSIBILITIES**

It is the responsibility of the Board of Directors to formulate financial policies and review on a periodic basis. This responsibility is shared through delegation with the association EXECUTIVE DIRECTOR.

The association EXECUTIVE DIRECTOR acts as the primary fiscal agent, implementing all financial policies and procedures. The association EXECUTIVE DIRECTOR, with oversight from the Finance Committee is responsible for the coordination of the following: Annual budget presentation, overall management of organization's finances, management of the scholarship endowment and other fund investments, selection of the outside auditors, and approving long-term revenue and expenditure objectives in accordance with the Board approved plans.

The EXECUTIVE DIRECTOR has the day-to-day operations responsibility for managing association funds, ensuring the accuracy of the accounting records, internal controls, financial objectives and policies, financial statement preparation, and bank reconciliation review and approval.

The bookkeeping staff is directly supervised by the EXECUTIVE DIRECTOR and is responsible for the preparation of the Chart of Accounts, Reporting Formats, Accounts Payable Processing, Payroll and Benefits input, Sales Receipts/Accounts Receivable input, Journal Entries for General Ledger, Form 1099 reporting as well as Bank Reconciliations.

### **3. CONFLICT OF INTEREST**

Members of the Board of Directors are prohibited from activities that might present conflicts of interest. The powers of directorship may not be used to personally benefit the Directors at the organization's expense. If a Director has a financial interest in a transaction, the Director must fully disclose the interest and abstain from voting. Loans to Directors are prohibited.

### **4. BUDGETING PROCESS** (The entire Board must approve the budget.)

The association's EXECUTIVE DIRECTOR and the Treasurer shall be responsible for presenting to the Finance Committee an annual operating budget draft sixty (60) days prior to the end of the fiscal year and thirty (30) days prior to its submission to the Board of Directors.

The Finance Committee shall review and approve the recommended fiscal year budget revenues, expenditures and cash flow, and submit it for approval to the Board of Directors.

**5. FINANCIAL STATEMENTS**

The association's financial statements shall be prepared on an accrual basis in accordance with Generally Accepted Accounting Principles ("GAAP").

The presentation of the Financial Statements shall follow the recommendation of the Financial Accounting Standards No. 117, "Financial Statements of Not-For-Profit Organizations" (SFAS No. 117).

Under GAAP, net assets and revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the association and changes shall be classified as: net assets without donor restrictions or net assets with donor restrictions.

The bookkeeping staff shall prepare and present monthly financial statements to the association EXECUTIVE DIRECTOR in a format approved by the association EXECUTIVE DIRECTOR, Finance Committee and Treasurer. The statements shall be presented by the EXECUTIVE DIRECTOR to the Finance Committee for review and to the full board shortly following.

**6. CASH FUND**

A cash fund of one-quarter to one-third of the association's annual operating expenses shall be maintained. When the fund balance falls below this minimum, the Finance Committee and the Board shall develop a plan and budget for rebuilding it.

**7. AUDIT**

The association will have an audit of its financial statements every third year, within 4 months of the end of each the fiscal year. The audit/review shall be completed by a firm of Independent Certified Public Accountants. The association EXECUTIVE DIRECTOR shall have direct responsibility in overseeing the implementation of the Financial Audit and oversee the Finance Committee relative to the audit/review. In no cases shall the number of Board Members holding seats on the Finance Committee be less than the number of agency staff and management.

The association EXECUTIVE DIRECTOR shall recommend to the Finance Committee for approval, the selection of a firm to perform the audit/review. In addition, the Finance Committee shall report the audit/review results to the Board of Directors. A representative of the audit firm shall be invited to provide an annual presentation at the board of directors meeting immediately following conclusion of the audit/review regardless of the audit report outcome. A recommendation of changes will be made by the auditors should the report consist of material weaknesses in internal controls or reportable conditions.

The Auditor shall prepare the Form 990 and it shall be reviewed by the, the association's EXECUTIVE DIRECTOR, the Finance Committee and approved by the board of directors before submission to the IRS.

**8. REVENUE AND INCOME PROCEDURES**

The association EXECUTIVE DIRECTOR in conjunction with the association staff, develop and

propose revenue goals and objectives and submits them to the Finance Committee prior to Board discussion and approval.

All contributions and sales shall be recorded in accordance with GAAP. Contributions are recorded as pledged or received in accordance with GAAP, and must be credited to the appropriate revenue lines as presented in the annual budget and coded with the appropriate account number as designated in the Association's Chart of Accounts.

**9. RECORDING RECEIPTS**

The following procedures for cash received through the mail, online or given to a staff person shall be in place: Mail should be opened by designated staff person. All checks shall be endorsed with the association's official stamp immediately. The bookkeeper records all checks, credit cards and cash by date, name of company or individual, designation, and amount into the accounting system. All credit card transactions through online means will be recorded and invoiced in the accounting software immediately each day by the bookkeeper.

All cash and checks received through the mail or in person shall be forwarded to the EXECUTIVE DIRECTOR for deposit. An individual deposit ticket shall be prepared for bank deposit or a mobile deposit completed. A copy of the bank deposit slip is retained in chronological order with copies of the deposited checks for bank deposit or similar for mobile deposit. All cash and checks shall be deposited the same business day if possible, and no later than the next business day into the association's Bank Account.

The same procedures follow for cash receipts shall be followed when monies are received by as contributions for special events or scholarship. PaCE PAC contributions are given immediately to the association's EXECUTIVE DIRECTOR to deposit and record on the PaCE PAC spreadsheet and personally follow the above procedures as necessary. PaCE will be recorded on the monthly report, associated record keeping, and a copy is provided to the board monthly.

**10. RECEIPTS TO DONORS TO SCHOLARSHIP**

The bookkeeper shall ensure that all donors and contributors shall receive proper acknowledgement of their contributions in accordance with IRS Guidelines.

**11. EXPENDITURES PROCEDURES**

All expenditures shall be approved by the association's EXECUTIVE DIRECTOR. All expenditures shall be coded by account number using the association's Chart of Accounts.

The bookkeeper maintains standard accounting records containing all aspects of the association's financial operations. They include but are not limited to: a general ledger, a check register, and a payroll register.

Invoices shall be approved by the association's EXECUTIVE DIRECTOR. Following the review and approval, check payment vouchers shall be prepared, and the invoices shall be distributed to the association's bookkeeping staff for check payment preparation. Upon payment of a bill, a duplicate of stub shall be stapled onto the bill. All accounts payable shall include check date, check number, chart of account code and EXECUTIVE DIRECTOR signature to verify approval process. If invoice is associated with duties under the responsibility of the Business Development

staffer, a signature from that staff member and reconciliation of the invoice must also be included. The paid invoices shall be filed alphabetically according to company/individual name and shall be kept on a fiscal year basis on file.

**12. SIGNATURE POLICY**

The association EXECUTIVE DIRECTOR shall sign all checks, drafts, or orders for payment of money, contracts, and commitments for services issued in the name of the association. Non-budgeted items will require approval of the Executive Committee or President and Treasurer if time is of the essence (also see #16 Purchasing).

**13. COMPENSATION AND PAYROLL** (Important point: Ensure Board approval of EXECUTIVE DIRECTOR salary and salary ranges.)

Payroll is executed periodically. Direct deposits will be provided to each employee by the EXECUTIVE DIRECTOR.

Monthly payroll expenses shall be verified by the bookkeeping staff against payroll reports and direct deposit reports and reconciled with checking account reports.

The compensation of the association's EXECUTIVE DIRECTOR shall be determined by the Board of Directors or their designees and EXECUTIVE DIRECTOR compensation is based on a board-approved process that considers comparable data and EXECUTIVE DIRECTOR performance. The salaries of all other employees shall be determined by the association's EXECUTIVE DIRECTOR. Compensation ranges for all staff positions shall be approved by the association's EXECUTIVE DIRECTOR.

**14. LOCAL TRAVEL AND EXPENSE REIMBURSEMENTS**

Employees must abide by the association's Travel and Expense policy. Travel and expense reports for mileage, meals, hotel, supplies, etc., will be maintained by each employee and then submitted to the supervisor for approval and payment on a monthly basis by the bookkeeping staff.

Mileage to and from the employee's residence to the place of work will not be paid by the association. Reimbursements will be based on the travel rate established by the association's EXECUTIVE DIRECTOR approved through the budgeting process. Travel reimbursement shall not be above IRS Guidelines.

All parking and other expenditure receipts must be attached to the expense voucher as a condition for payment.

**15. CREDIT CARD EXPENDITURES**

The EXECUTIVE DIRECTOR will approve the issuance of a company-issued credit card for employees. Employees must utilize that card only for business related expenses and seek advance approval from EXECUTIVE DIRECTOR. Employees must submit receipts for all purchases which include the business reason for item(s) purchased. The EXECUTIVE DIRECTOR must approve the receipts and credit card invoice, which is submitted to the bookkeeping staff for recording and reconciliation.

**16. PURCHASING**

Any expenditure not associated with the annual budget and approved by the board of directors

should have bids from three (3) suppliers if possible. These bids are reviewed by the EXECUTIVE DIRECTOR and the bid award must be approved by the association's Executive Committee or President and Treasurer if time is of the essence.

Purchase of less than the approved amount may be made at the discretion of the association's EXECUTIVE DIRECTOR. However, for fixed assets, reasonable diligence should be exercised to comparatively shop for available sources.

**17. LEASES AND OTHER CONTRACTUAL AGREEMENTS**

The association conducts a major part of its operations from a leased facility. Leases and other contractual agreements are negotiated by the EXECUTIVE DIRECTOR, approved by the board, and executed by the EXECUTIVE DIRECTOR.

The association EXECUTIVE DIRECTOR is authorized to develop and enter into contractual agreements with vendors, bankers, and third parties for the purpose of ensuring the association's general operations. The Finance Committee shall review such agreements and make recommendations.

**18. NOTES, LOANS, ETC.**

All notes, loans and other indebtedness to be contracted in the name of the association and shall require the signature of the association EXECUTIVE DIRECTOR after receiving approval from the Finance Committee of the board. EXECUTIVE DIRECTOR.

**19. DEEDS, CONVEYANCES, ETC.**

The association EXECUTIVE DIRECTOR shall execute all Deeds, Conveyances, Leases, Contracts and other instruments in the name of the association after receiving approval from the Finance Committee of the board.

**20. BANK ACCOUNTS AND INVESTMENT ACCOUNTS**

The EXECUTIVE DIRECTOR shall maintain and oversee Bank and Investment accounts and ensure the association's day-to-day financial operations are followed by the responsible staff. Several accounts may be maintained by the association as follows:

1. Checking Account
2. Money Market Account
3. Certificates of Deposit
4. Brokerage Account

These accounts may be changed as the association's financial conditions and requirements change.

**21. CHECKING ACCOUNT**

All checks, cash, money orders, and credit card deposits, are reviewed by the EXECUTIVE DIRECTOR and deposited in the appropriate accounts. Fund raising events, donations and miscellaneous contributions, shall be deposited into the appropriate accounts. Monies shall be transferred from the Checking account into the Money Market Account or the investment account when necessary, by the EXECUTIVE DIRECTOR. Checks are written weekly to meet obligations, or ongoing operational expenditures.

**22. BANK RECONCILIATIONS**

Bank reconciliations shall be completed monthly by the bookkeeping staffer and cross-referenced

with the accounting software and the monthly Financial Statements. The Financial Statements shall be compiled by the EXECUTIVE DIRECTOR, reviewed and distributed to Finance Committee then Board of Directors.

All Bank Statements, Credit Card Statements, PaCE PAC and Scholarship Fund Reports will be reconciled every month by the bookkeeping staffer, and records will be kept.

**23. CASH AND CASH EQUIVALENTS**

Cash and cash equivalents include all cash balances and highly liquid investments with a maturity of six months or less. The association places its temporary cash investments with highly rated financial institutions. The EXECUTIVE DIRECTOR shall closely monitor the balances of the Checking account, Money Market and all other accounts. At times such investments may be outside of the FDIC insurance limit.

**24. INVESTMENTS REPORTS AND INVESTMENTS POLICY**

Investments shall be reported with the monthly financial statements at cost or market value.

The philosophy of the association's short-term investments is safety of principal and liquidity. The Scholarship Fund and all organization funds shall be included in organizational oversight. Future investment strategies may be updated based on Finance Committee recommendation and board of directors approval.

**25. INSURANCES**

Reasonable and adequate coverage will be maintained to protect the association's interests as well as the Board of Directors and the association's employees. The following insurance policies shall be kept on a yearly basis: Commercial Property Contents and Computer Policy, General and Professional Liability Insurance, Directors and Officers Liability Insurance, Employee's Dishonesty Bond Insurance, Employee's Life Insurance, Workers Compensation Insurance, Long-Term Disability Insurance, Automobile Insurance and Employees Health Insurance.

Insurance Policies shall be carefully reviewed by the association's EXECUTIVE DIRECTOR before renewal each year.

**26. BONDING**

All association employees shall be covered through an Employee's dishonesty policy in association Business Insurance policy. In addition, the Chairman, Secretary, Treasurer and all Board of Directors shall be bonded by a reputable insurance company through the Board Director's & Officers policy and stay in effect as long as the policy is not violated by an individual in any way.

**27. PROPERTY AND EQUIPMENT**

Property and equipment shall be stated at historical cost. Depreciation is computed over the estimated useful lives of the assets using the straight-line method. A Depreciation schedule shall be prepared and maintained by the association bookkeeping staff and reviewed on an annual basis by the EXECUTIVE DIRECTOR taking into consideration the annual equipment inventory. Any removal or addition of property shall be documented by bookkeeping staff on an on-going basis and reviewed by the EXECUTIVE DIRECTOR.

**28. EQUIPMENT INSTALLATION**

Purchase, installation and maintenance of telephone equipment, office equipment, and computer equipment shall be approved by the association EXECUTIVE DIRECTOR. Staff Members shall be responsible for receiving and supervising the installation of equipment scheduled as designated by the EXECUTIVE DIRECTOR and to maintain and protect the equipment given.

**29. CONFIDENTIALITY AND RECORDS SECURITY**

Financial records are restricted materials with limited access. Only the bookkeeping staff, EXECUTIVE DIRECTOR and Accountant shall have access to financial records (vendor files, checks, journals, payroll, etc.).

**30. DOCUMENT RETENTION**

Financial documents are retained for a period of time in keeping with State law and the recommendations of the IRS (see Record Retention Policy).

**31. TAX REPORTING**

The association is exempt from state income taxes under Section 501 (c)(6) of the PA Department of Revenue code. A 990 tax return will be filed by the Accountant each year with acknowledgement and approval by the board of directors. Association will file 1099s as needed annually.

**Appendix**

**Effective Systems of Internal Control**

**General**

Internal control can be divided into two areas: accounting controls and administrative controls. Administrative controls deal with the operations of the business, whereas the accounting controls deal with accounting for such operations. Accounting controls should be designed to achieve the five basic objectives:

**Validation**

Validation is the examination of documentation by someone with an understanding of the accounting system, for evidence that a recorded transaction took place and that it occurred in accordance with the prescribed procedures. As systems grow more sophisticated, validation is a built-in component whereby the transactions test themselves against predetermined exceptions.

**Accuracy**

The accuracy of amounts and account classification is achieved by establishing control tasks to check calculations, extensions, and additions and account classifications. The control objective is to be certain that each transaction is recorded at the correct amount, in the appropriate, account, in the right time period.

**Completeness**

Completeness of control tasks ensures that all transactions are initially recorded on a control document

and accepted for processing once and once only. Completeness controls are needed to ensure proper summarization of information and proper preparation of financial reports. To ensure proper summarization of recorded transactions as well as a final check of completeness, subsidiary ledgers and journals with control accounts need to be maintained.

### **Maintenance**

The objective of the maintenance controls is to monitor accounting records after the entry of transactions to ensure that they continue to reflect accurately the operation of the business. The control system should provide systematic responses to errors when they occur, to changed conditions, and to new type of transactions. The maintenance function should be accomplished principally by the operation of the system itself. Control maintenance policies require procedures, decisions, documentation, and subsequent review by a responsible authorized individual. Disciplinary control tasks, such as supervision and segregation of duties, should ensure that the internal control system is operating as planned.

### **Physical Security**

It is important in all business organizations that the assets are adequately protected. Physical security of assets requires that access to assets be limited to authorize personnel. One means to limit access to both assets and related accounting records is through the use of physical controls. Protection devices restrict unauthorized personnel from obtaining direct access to assets or indirect access through accounting records that could be used to misappropriate assets. Locked storage facilities restrict access to inventories, and fireproof vaults prevent access to petty cash vouchers. Transaction recording equipment limits access to assets by limiting the number of employees involved in recording and posting transactions.

Approved: August 20, 2019