



AMERICAN COUNCIL OF ENGINEERING COMPANIES
of Pennsylvania

Board of Directors - Meeting Agenda

January 25, 2024 11:30am

Lancaster Marriott / State Room / Montgomery House
25 South Queen Street, Lancaster, PA

| | |
|--|-------------------------|
| Call to Order | M. Bougher |
| Antitrust Policy | M. Bougher |
| Approve November 15 th Board Meeting Minutes (action needed) | M. Bougher |
| Events Report | Babski |
| National Director Report (action needed) | R. Bougher |
| <ul style="list-style-type: none">• News from ACEC• PAC Reports• DC Visit | |
| Financial Report (action needed) | Smithnosky/Brackbill |
| <ul style="list-style-type: none">• Treasurer's Memo• December 2023 Financial Report | |
| Membership Report (action needed) | Girman/Babski |
| Governance Committee Report | Moore |
| <ul style="list-style-type: none">• Financial Policy & Procedures• Employee Handbook | |
| Government Affairs | Ritzman |
| Committee Reports | |
| <ul style="list-style-type: none">• Innovative Delivery• Multimodal• Safety Task Force | Miller Cuddy Roof |
| Strategic Plan Update | |
| Executive Director's Report | Sailhamer |
| President's Report | M. Bougher |
| <ul style="list-style-type: none">• Indemnification Update | |
| New Items | |



AMERICAN COUNCIL OF ENGINEERING COMPANIES
of Pennsylvania

- Member Feedback
- DEP Procurement Update

Executive Session

Adjourn

M. Bougher



ACEC/PA ANTITRUST COMPLIANCE POLICY

1. Consistent with ACEC/PA's nonprofit and tax exempt purposes, ACEC/PA in the course of its activities shall not agree with, participate in, or give consideration to any activity, plan, understanding, agreement, or other arrangement that constitutes a violation of any federal or state antitrust laws, including but not limited to actions that would (a) raise or stabilize prices or fees for specific services, (b) boycott or refuse to do business with any third parties (other than through ACEC/PA's bona fide business contractual arrangements), (c) restrict or interfere with the exercise of free and independent judgment by the members in the management or operation of their respective business, or (d) obstruct or interfere with commerce or free and lawful competition.
2. ACEC/PA membership is open to all interested and eligible parties. Participation in ACEC/PA activities is also available on reasonable terms to non-members with a valid interest in such activities. No applicant for membership or party requesting to participate, who otherwise meets the qualifications set forth in the ACEC/PA Bylaws or adopted in ACEC/PA policy, may be rejected for any anti-competitive purpose.
3. Participants at ACEC/PA-sponsored activities should not discuss, exchange information, or enter into agreements on prices or fees or refuse to purchase, sell to, or otherwise impermissibly deal with competitors, customers, or suppliers.
4. Any information, materials, or reports of ACEC/PA available for the use of its members should be made available to non-members when non-availability of those materials imposes a significant economic disadvantage or cost to non-members that significantly limits their ability to compete against ACEC/PA members. Non-members may be charged higher prices than members as long as the higher prices are not unreasonable.
5. Discussions during ACEC/PA meetings should relate solely to the legitimate purposes of the Council. Care should be taken to avoid any discussion of competitively sensitive information, such as prices, rates, or fees; current or potential bids for particular services; terms on which any participants will or will not deal with particular competitors, suppliers, or customers; and matters relating to actual or potential individual suppliers or customers that might have the effect of influencing the business conduct of other companies toward such suppliers or customers.
6. To avoid even the perception that ACEC/PA meetings could violate this antitrust policy, good meeting practices should be exercised, including: the use of a written agenda; the prompt preparation of brief minutes summarizing the matters discussed and conclusions reached; and the retention and distribution of only final approved minutes.
7. Even informal discussions must comply with the principles and prohibitions of this policy.
8. A copy of this policy shall be provided to the Board of Directors, Committee Leadership, ACEC/PA Members At Large and all ACEC/PA Committee Members. The policy shall also be included in each ACEC/PA staff member's employee manual and posted for public viewing on the ACEC/PA website. Each ACEC/PA member and each participant in ACEC/PA activities, by virtue of their membership or participation, shall be deemed to have notice of the policy and agree to abide by it.

MEETING MINUTES

ACEC/PA Board Meeting - Meeting Minutes **September 13, 2023, at 2:30 pm** **Location: Harrisburg Hilton, Harrisburg, PA**

Attendees Present:

Board Members: Mike Bougher (President), Roseline Bougher (Immediate Past President/National Director), Mark Markosky (President -Elect), Mike Girman (Vice President), Rosanna Smithnosky (Treasurer), Eric Meyer (Secretary), Tony Dougherty, Mark Kinnee(video), Casey Moore, Damon Rhodes, Joseph Riley, Maggie Talarico, Josh Wilson, Jim Maloney, Larry Bankert, Matt Macey, Scott Zeevaart, Glenn Stickel

ACEC/PA Executive Director: Brent Sailhamer

ACEC/PA Staff: Sarah Babski, Jean Brackbill

Ex-Officio: James Ritzman (GAC Chair)

Not present: none

Guests: Jeremiah Fritz, Mahmood Shehata, Kevin Chatary, Jeff Roken, Gail Weigle (Video), Steve Hall (Video)

Call to Order

Mike Bougher called the meeting to order at 2:07 PM.

1. Antitrust Policy
 - Mike Bougher reminded all attendees of the Antitrust Policy that we are to uphold. The Antitrust Policy was included in the Board packet.
2. Approve September 13th Board Meeting Minutes
 - Two minor comments were raised on page one and page five.

Motion was made to accept the September 13th Board Meeting minutes with the minor comments noted. Casey Moore moved, Scott Zeevaart 2nd, all in favor.

3. National Director Report
 - Roseline Bougher provided the report.
 - Rose brought up our vote for the Minuteman Funds for the R&D Amortization issue which we abstained. Mike Girman mentioned that he was approached at the

Ex-Com meeting about our vote. Rose and Brent Sailhamer met with Steve Hall to go over the reason on the vote and let him know that we are in agreement with the R&D Amortization issue. Brent will provide the Op-ed provided from the national advertising firm.

- Rose mentioned that maybe we could possibly use Minuteman Funds for the Indemnification issue.
- Rose stated that all board members have made their PAC contributions.
- Rose brought up the use of the ACEC townhouse in DC to meet with our representatives. We are looking to get a trip together to meet our representatives at the townhouse and will look at some time next year. Will try and schedule after the Representatives release their schedules which is anticipated after Thanksgiving.

Motion was made to accept the National Directors report. Eric Meyer moved, Joseph Riley 2nd, all in favor.

- Steve Hall attended virtually and provided the board with a Minuteman Fund update, and it's intended use. He indicated that the fund was up to \$3 Million. He fielded questions from the board.
 - Mike Bougher asked about getting minuteman funds for workforce development and Steve Hall said it was more legislative action and that would depend on what the goal is.
 - Brent Sailhamer asked if there was a minimum or maximum request for the minuteman funds. Steve Hall said he would clarify and get back to Brent (most are below \$100k).
 - Joseph Riley asked how the minuteman fund is replenished. Steve Hall said it is voluntary donations and is part of the dues if you are opted in.
 - Mark Markosky asked this was used on a national issue when it was meant for state issues. Steve Hall provided an explanation on how the Executive Committee came to using the fund.
 - Mike Bougher explained to Steve Hall the vote was based on the fact the board could not convene and approve in the timeframe available and asked how the other states got approval.
 - Rosanna Smithnosky asked how the R&D issue is looking. Steve Hall provided an update. Rosanna then asked Steve if National had any resources on the R&D issue on how it should be interpreted, Steve indicated that he would forward a link to Brent to share with the group.
- Mike Bougher asked Roseline Bougher to provide an update on Indemnification.
 - The attorneys are in communication, defend language has been sent and not moving forward. With this step backward Tony Potter provided a simple paragraph to Rose that was sent over to Cheryl. With Cheryl retiring we need to get the contact person who will be leading this on the State's

side.

- Nolan Ritchie drafted language to address the indemnification issue and Sen. Langerholc is leading this, and changes were made with the draft bill sent out to the Senate looking for co-sponsors.
- PennDOT has property insurance language in their publication, and this will need to be addressed.

4. Financial Report

- Rosanna Smithnosky and Jean Brackbill provide the financial report.
- Gail Weigle attended virtually and provided an update on our Wells Fargo Investment accounts.
 - Mike Bougher confirmed that both accounts (short term and long term) are the same.
- Mike indicated that we need to re-evaluate our accounts.
- Joseph Riley asked what needs done to close-out the PACE PAC account and Jean provided the steps. Jean will file with the State to close the account and if it is under audit, she will get a status.

Motion was made to accept the financial report. Damon Rhodes moved, Tony Dougherty 2nd, all in favor.

5. Membership Report

- Mike Girman provided the report.
- Mike Girman indicated that we lost an affiliate firm today (accounting firm)
- We will be reaching out to Member Firms to get feedback. There is a place on the ACEC/PA Teams site for board members to sign-up.
- Jim Maloney asked if we had a prospect list and Mike Girman said National provided one to us.
- Maggie Talarico asked how the dues are with less firms but still the same number of employees. It was stated the dues are roughly the same.

Motion was made to accept the membership report. Mark Markosky moved, Rosanna Smithnosky 2nd, all in favor.

6. Governance Committee Report

- Casey Moore provided an update on the Governance Manual and By-Laws.
 - Casey indicated that the firms contacts on voting issues will need to be addressed. Mike Bougher stated that an email will be sent by Brent Sailhamer or himself to get the firm's contacts ironed out.
 - Received over the required 66% votes from the membership for the approval of the By-Laws.
- Motion was made to accept the By-Laws. Casey Moore moved, Scott Zeevaart 2nd, all in

favor.

- Looking at updating the financial policies and procedures to the Governance Manual. Casey will forward the final version to the finance committee for approval and if passed it will be sent out to the Board for approval in January.
- Investment Policy will be looked at and developed to be included in the Governance manual. Matt Macey asked about looking to negotiate the cost of the management of our investment accounts. It was stated that on June 3rd, 2021, there was a discussion on the investment.

7. Events Report

- Sarah Babski provided the report on the events.
- Mike Bougher asked how today's Fall Day was and opened discussion on the day's event. More attendees were anticipated. Discussion was had about the day's event. Sarah indicated that Fall Day sponsorship was good with the attendance less than expected and revenue is looking like \$13k to \$14k.
- Sarah provided an update on the scholarships. The golf outing raised \$14k and there are 14 applicants so far with 6 confirmed judges.
- Regional meetings will be starting back up in January.
 - Eastern Region
 - Meetings have been all panel discussions instead of presentation.
 - Joint meeting on February 22nd with WTS. Jim Maloney looking to get a PAC event prior to the meeting.
 - Western Region
 - Good Attendance with over 100 attendees for the meetings.
 - Central Region
 - Good start with over 100 attendees at their meeting.
 - Secretary Carroll is invited for the January meeting.
- Diamond Awards
 - 36 entries were submitted (6 more than last year)
 - Registration is open.
 - Nominations of special awards is still open.
 - Matt Macey brought up the option of moving the Diamond Awards to Fall Day and make it a lunch event. It was discussed and no future changes are planned.

8. Government Affairs

- Jim Ritzman provided the report.
 - One Event was held so far to date.
 - Upcoming Meetings:
 - January event is with Scott Perry
 - February event will be Sen. Fetterman or Sen. Casey

- March event will be Sen. Langerholc or Rep. Flynn
 - May/June will be Legislative Day
 - Other months without a planned event will have a committee call.
- Mike Bougher brought up the possibility to host an event for Senator Casey at the ACEC DC townhouse and Jim Ritzman said that would be good as his pull in DC is good with our push for grants for the South Bridge.
- Mark Markosky asked if we should go to the District Offices to meet with Representatives and it was stated that would be best to have the Representatives attention.

9. Committee Reports

- Kevin Chatary provided the report for the Municipal Services
 - Jim Ritzman will provide an invitation to the State meeting with our partners.
 - Larry Bankert brought up CCAP funding and the autonomy they have in raising funds.
- Jeff Roken provided the report for DRPA/DRJTBC
 - They are meeting quarterly with neighboring states and toll authorities.
 - Brought up the issue with Resident Engineers requiring to be a PE and them making changes and signing off on them. It was stated that we need to look at providing a position on this issue. Mike Bougher asked Joseph Riley to gather the information and forward on to the board.
- Jeremiah Fritz provided the report for the Administration
 - Meet every two months.
 - The SOI file size increase is coming (500kb to 1 MB)
 - Jeremiah asked for the following things be brought up with the PennDOT Task Force:
 - Mutual Gains
 - Notifications for disqualified SOI's
 - Streamlining the process for supplements/amendments.

10. Strategic Plan Update

- James Maloney provided the update.
- James presented the report card on the strategic plan and requested to add it to the meeting minutes. (attached)

11. Executive Director's Report

- Brent Sailhamer provided the Executive Director's report.
- Brent had two items: the Work Zone Camera legislation update and TQI Agenda item for Workforce Development with the following folks as ACEC/PA reps.
 - Todd Morris, Steve Barber, and Derek Rodgers

12. President's Report

- Mike Bougher provided the President's report.
- Indemnification was addressed by Rose Bougher earlier in the meeting.
- Mike had three items that were the following:
 - Average Rate
 - Max Rate – Over \$80/hr will require a resume and justification.
 - Escalation

13. New Items

- Member Feedback – If any board member gets any issues raised by our members please bring to the attention of Brent Sailhamer and Mike Bougher.
- Rosanna Smithnosky hears from one of our members the lack of Administration goals being communicated.
- It was brought up the timing of our dues invoicing then the request for sponsorship was closely spaced.

Motion made to adjourn the meeting. Damon Rhodes moved, Mark Markosky 2nd, Unanimously approved with the meeting closed at 5:14pm.

| FIRST NAME | LAST NAME | PAC to PAC | AMOUNT | RECEIPT DATE |
|------------|------------|-------------------------------|--------|------------------|
| D. | Veydt | | 400 | 1/16/2023 9:26 |
| D. | Veydt | | 100 | 1/16/2023 9:30 |
| Mark | Markosky | | 1000 | 1/17/2023 8:26 |
| Eric | Meyer | | 600 | 1/17/2023 11:27 |
| Marc | Pinto | | 200 | 1/23/2023 11:55 |
| Michael | Bougher | | 600 | 2/10/2023 8:29 |
| Roseline | Bougher | | 600 | 3/2/2023 17:10 |
| Joseph | Riley | | 400 | 3/28/2023 18:07 |
| Casey | Moore | | 400 | 3/31/2023 14:50 |
| Casey | Moore | | 100 | 3/31/2023 14:53 |
| Rosanna | Smithnosky | | 400 | 3/31/2023 16:01 |
| Margaret | Talarico | | 600 | 4/3/2023 0:00 |
| | | Transsystems Corporation PAC | 350 | 4/25/2023 0:00 |
| Mark | Kinnee | | 500 | 4/26/2023 13:03 |
| Glenn | Stickel | | 500 | 5/2/2023 13:38 |
| Michael | Girman | | 600 | 5/2/2023 17:55 |
| Matthew | Natale | | 400 | 5/10/2023 10:06 |
| Andrew | Pennoni | | 100 | 5/18/2023 12:26 |
| Anthony | Dougherty | | 500 | 5/24/2023 15:34 |
| Barry | Epley | | 200 | 5/31/2023 13:05 |
| Ernest | Hanna | | 1000 | 6/11/2023 0:00 |
| Joseph | Riley | | 100 | 6/21/2023 0:00 |
| Damon | Rhodes | | 500 | 6/27/2023 13:42 |
| Scott | Zeevaart | | 500 | 6/28/2023 8:23 |
| James | Maloney | | 500 | 7/3/2023 9:46 |
| Billy | Ditchey | | 250 | 9/7/2023 0:00 |
| Jordan | Sinopoli | | 250 | 9/7/2023 0:00 |
| Larry | Bankert | | 500 | 9/8/2023 15:33 |
| Matthew | Macey | | 500 | 9/9/2023 9:43 |
| Josh | Wilson | | 600 | 9/11/2023 7:11 |
| Andrew | Pennoni | | 100 | 9/11/2023 14:23 |
| Kevin | Johnson | | 400 | 9/18/2023 21:48 |
| Shane | Ritenour | | 100 | 9/25/2023 6:24 |
| Todd | Morris | | 400 | 10/2/2023 0:00 |
| Andrew | Pennoni | | 200 | 10/3/2023 20:08 |
| James | Markham | | 200 | 10/5/2023 10:44 |
| Donna | Newell | | 500 | 11/2/2023 15:24 |
| Rosanna | Smithnosky | | 100 | 12/11/2023 11:04 |
| Richard | Cook | | 2000 | 12/12/2023 0:00 |
| | | Michael Baker Corporation PAC | 1750 | 12/15/2023 0:00 |
| Kellen | Sporny | | 50 | 12/15/2023 0:00 |
| Jennifer | Koopman | | 400 | 12/18/2023 0:00 |
| Thomas | Reilly | | 2500 | 12/22/2023 9:41 |
| David | DeLizza | | 1250 | 12/29/2023 0:30 |
| | | Gannett Fleming, Inc. PAC | 1000 | 12/31/2023 0:00 |

Consulting Engineers of Pennsylvania PAC

Statement of Activity by Month January - December 2023

| | JAN 2023 | FEB 2023 | MAR 2023 | APR 2023 | MAY 2023 | JUN 2023 |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Revenue | | | | | | |
| 4001 Donations | 2,100.00 | 1,250.00 | 1,450.00 | 2,500.00 | 1,500.00 | 3,000.00 |
| PAC Event Revenue | 1,105.00 | | | | | |
| Total Revenue | \$3,205.00 | \$1,250.00 | \$1,450.00 | \$2,500.00 | \$1,500.00 | \$3,000.00 |
| GROSS PROFIT | \$3,205.00 | \$1,250.00 | \$1,450.00 | \$2,500.00 | \$1,500.00 | \$3,000.00 |
| Expenditures | | | | | | |
| 6002 CC Fees | 68.51 | 37.15 | 19.45 | 46.95 | 29.60 | 47.25 |
| 6003 Legal & Professional Services | | 135.15 | | | | 135.15 |
| PAC Event Expense | | | 1,523.67 | | | |
| Total Expenditures | \$68.51 | \$172.30 | \$1,543.12 | \$46.95 | \$29.60 | \$182.40 |
| NET OPERATING REVENUE | \$3,136.49 | \$1,077.70 | \$ -93.12 | \$2,453.05 | \$1,470.40 | \$2,817.60 |
| NET REVENUE | \$3,136.49 | \$1,077.70 | \$ -93.12 | \$2,453.05 | \$1,470.40 | \$2,817.60 |

Consulting Engineers of Pennsylvania PAC

Statement of Activity by Month January - December 2023

| | JUL 2023 | AUG 2023 | SEP 2023 | OCT 2023 | NOV 2023 | DEC 2023 | TOTAL |
|------------------------------------|---------------|-------------------|-------------------|-------------------|-------------------|---------------|--------------------|
| Revenue | | | | | | | |
| 4001 Donations | | 1,000.00 | 1,500.00 | 600.00 | 1,300.00 | | \$16,200.00 |
| PAC Event Revenue | | | | | | | \$1,105.00 |
| Total Revenue | \$0.00 | \$1,000.00 | \$1,500.00 | \$600.00 | \$1,300.00 | \$0.00 | \$17,305.00 |
| GROSS PROFIT | \$0.00 | \$1,000.00 | \$1,500.00 | \$600.00 | \$1,300.00 | \$0.00 | \$17,305.00 |
| Expenditures | | | | | | | |
| 6002 CC Fees | | 14.80 | 29.60 | 18.60 | 6.10 | | \$318.01 |
| 6003 Legal & Professional Services | | 500.00 | 143.10 | -364.85 | | | \$548.55 |
| PAC Event Expense | | | | | | | \$1,523.67 |
| Total Expenditures | \$0.00 | \$514.80 | \$172.70 | \$ -346.25 | \$6.10 | \$0.00 | \$2,390.23 |
| NET OPERATING REVENUE | \$0.00 | \$485.20 | \$1,327.30 | \$946.25 | \$1,293.90 | \$0.00 | \$14,914.77 |
| NET REVENUE | \$0.00 | \$485.20 | \$1,327.30 | \$946.25 | \$1,293.90 | \$0.00 | \$14,914.77 |

Consulting Engineers of Pennsylvania PAC

Statement of Financial Position Comparison

As of December 31, 2023

| | TOTAL | | | |
|-------------------------------------|--------------------|-------------------------|--------------------|----------------|
| | AS OF DEC 31, 2023 | AS OF DEC 31, 2022 (PP) | CHANGE | % CHANGE |
| ASSETS | | | | |
| Current Assets | | | | |
| Bank Accounts | | | | |
| 1001 Wells Fargo Checking | 69,569.30 | 54,511.43 | 15,057.87 | 27.62 % |
| Total Bank Accounts | \$69,569.30 | \$54,511.43 | \$15,057.87 | 27.62 % |
| Other Current Assets | | | | |
| Undeposited Funds | 0.00 | 0.00 | 0.00 | |
| Total Other Current Assets | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Total Current Assets | \$69,569.30 | \$54,511.43 | \$15,057.87 | 27.62 % |
| TOTAL ASSETS | \$69,569.30 | \$54,511.43 | \$15,057.87 | 27.62 % |
| LIABILITIES AND EQUITY | | | | |
| Liabilities | | | | |
| Current Liabilities | | | | |
| Accounts Payable | | | | |
| Accounts Payable (A/P) | 143.10 | 0.00 | 143.10 | |
| Total Accounts Payable | \$143.10 | \$0.00 | \$143.10 | 0.00% |
| Total Current Liabilities | \$143.10 | \$0.00 | \$143.10 | 0.00% |
| Total Liabilities | \$143.10 | \$0.00 | \$143.10 | 0.00% |
| Equity | | | | |
| Retained Earnings | 54,511.43 | 40,101.94 | 14,409.49 | 35.93 % |
| Net Revenue | 14,914.77 | 14,409.49 | 505.28 | 3.51 % |
| Total Equity | \$69,426.20 | \$54,511.43 | \$14,914.77 | 27.36 % |
| TOTAL LIABILITIES AND EQUITY | \$69,569.30 | \$54,511.43 | \$15,057.87 | 27.62 % |

PA Consulting Engineers PAC

Statement of Activity by Month

January - December 2023

| | JAN 2023 | FEB 2023 | MAR 2023 | APR 2023 | MAY 2023 | JUN 2023 | JUL 2023 | AUG 2023 | SEP 2023 | OCT 2023 | NOV 2023 | DEC 2023 | TOTAL |
|-------------------------------------|----------|------------|------------|------------|----------|----------|------------|----------|------------|------------|------------|-----------|--------------|
| Revenue | | | | | | | | | | | | | |
| Total Revenue | | | | | | | | | | | | | \$0.00 |
| GROSS PROFIT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Expenditures | | | | | | | | | | | | | |
| 6000 General & Administrative | | | | | | | | | | | | | \$0.00 |
| 6001 Bank Service Charges | | | | | | | | | | 10.00 | 10.00 | -10.00 | \$10.00 |
| 6003 Legal & Professional Services | | 135.15 | 666.67 | 666.67 | | | 166.66 | | 635.15 | 635.15 | 361.19 | | \$3,266.64 |
| Total 6000 General & Administrative | | 135.15 | 666.67 | 666.67 | | | 166.66 | | 635.15 | 645.15 | 371.19 | -10.00 | \$3,276.64 |
| Total Expenditures | \$0.00 | \$135.15 | \$666.67 | \$666.67 | \$0.00 | \$0.00 | \$166.66 | \$0.00 | \$635.15 | \$645.15 | \$371.19 | \$ -10.00 | \$3,276.64 |
| NET OPERATING REVENUE | \$0.00 | \$ -135.15 | \$ -666.67 | \$ -666.67 | \$0.00 | \$0.00 | \$ -166.66 | \$0.00 | \$ -635.15 | \$ -645.15 | \$ -371.19 | \$10.00 | \$ -3,276.64 |
| NET REVENUE | \$0.00 | \$ -135.15 | \$ -666.67 | \$ -666.67 | \$0.00 | \$0.00 | \$ -166.66 | \$0.00 | \$ -635.15 | \$ -645.15 | \$ -371.19 | \$10.00 | \$ -3,276.64 |

PA Consulting Engineers PAC

Statement of Financial Position

As of December 31, 2023

| | TOTAL | | | |
|-------------------------------------|--------------------|-------------------------|---------------------|------------------|
| | AS OF DEC 31, 2023 | AS OF DEC 31, 2022 (PP) | CHANGE | % CHANGE |
| ASSETS | | | | |
| Current Assets | | | | |
| Bank Accounts | | | | |
| 1001 Wells Fargo Checking | 0.00 | 3,276.64 | -3,276.64 | -100.00 % |
| Total Bank Accounts | \$0.00 | \$3,276.64 | \$ -3,276.64 | -100.00 % |
| Other Current Assets | | | | |
| 1200 Bank Clearing Account | 0.00 | 0.00 | 0.00 | |
| Undeposited Funds | 0.00 | | 0.00 | |
| Total Other Current Assets | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Total Current Assets | \$0.00 | \$3,276.64 | \$ -3,276.64 | -100.00 % |
| TOTAL ASSETS | \$0.00 | \$3,276.64 | \$ -3,276.64 | -100.00 % |
| LIABILITIES AND EQUITY | | | | |
| Liabilities | | | | |
| Current Liabilities | | | | |
| Accounts Payable | | | | |
| Accounts Payable (A/P) | 0.00 | 0.00 | 0.00 | |
| Total Accounts Payable | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Total Current Liabilities | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Total Liabilities | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Equity | | | | |
| 3000 Retained Earnings | 3,276.64 | 2,582.37 | 694.27 | 26.88 % |
| Net Revenue | -3,276.64 | 694.27 | -3,970.91 | -571.95 % |
| Total Equity | \$0.00 | \$3,276.64 | \$ -3,276.64 | -100.00 % |
| TOTAL LIABILITIES AND EQUITY | \$0.00 | \$3,276.64 | \$ -3,276.64 | -100.00 % |



AMERICAN COUNCIL OF ENGINEERING COMPANIES
of Pennsylvania

Financial Report – Treasurer’s Notes January 12, 2024

Items of note:

Financial Reporting is through November 2023 (42% into fiscal year)

A. Budget versus Actuals

1. Revenue

- a. Gross Profit YTD is shown on track
- b. Membership dues collection is behind. To be determined if this will impact budget.

2. Expenditures

- a. Total Expenditures YTD is shown on track.
- b. Professional services (legal) expenses exceed budget related to indemnification legal support. Legal expenses are a highly variable cost year to year.

3. Net Revenue YTD is positive and ahead of budget

- a. This is due to the timing of nonmonthly revenue/expense and not necessarily an indicator that we are trending this way.

B. Event Profit and Loss

- 1. Net Revenue is slightly over budget.

C. Statement of Financial Position

- 1. Total Equity - 2023 is lower in comparison to 2022 due to changes in accounting procedures for FY 2023-2024 that recognize membership dues & event revenue / expense on a monthly basis.



AMERICAN COUNCIL OF ENGINEERING COMPANIES
of Pennsylvania

D. CEPA PAC – Statement of Activity & Statement of Financial Position

1. Revenue – There was November Donation Revenue.
2. Expenditures - There has been minimal expenditures out of this account over the past calendar year.
3. Total Equity – This has increased approximately \$18k in comparison to same time last year.

E. PaCE PAC – Statement of Activity & Statement of Financial Position

1. Funds depleted - As planned, this account was depleted in November 2023.
2. Audit results – State lobby disclosure audit was “completed with no exceptions”.
3. No future reporting - This account is now closed, so no further reporting moving ahead.

F. Wells Fargo (WF) Investment Account

1. YTD gain of \$111

G. Noteworthy Items

1. Draft Financial Statement – This was prepared by RKL and requires Board approval.
2. Form 990
 - a. Awaiting completion by RKL

Rosanna Smithnosky, P.E.
ACEC/PA Treasurer

American Council of Engineering Companies of Penns
Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L
 July 2023 - June 2024

| | Nov 2023 Actual | YTD as of Nov 2023 Actual | FYE 2024 Budget | % of Budget | |
|---|--------------------|------------------------------------|--------------------|----------------|---------------|
| Revenue | | | | | |
| Dues Income | | | | | |
| 3001 Base ACEC/PA Dues | 4,586.14 | 22,983.73 | 56,500.00 | 40.68% | |
| 3002 ACEC/PA Dues | 35,347.27 | 176,984.30 | 424,364.32 | 41.71% | |
| 3003 Affiliate Dues | 2,665.47 | 13,192.05 | 32,148.00 | 41.04% | |
| 3005 ACEC Dues Rounding Difference | | 0.00 | 50.00 | 0.00% | |
| Total Dues Income | 42,598.88 | 213,160.08 | 513,062.32 | 41.55% | NOTE 1 |
| Events & Region Meetings/Special Events Income | | | | | |
| Events Income | | | | | |
| Total Annual Leadership Meeting Income | 0.00 | 0.00 | 69,125.00 | 0.00% | |
| Total Diamond Awards Income | 0.00 | 0.00 | 69,700.00 | 0.00% | |
| Total Fall Day Income | 22,985.00 | 22,985.00 | 35,500.00 | 64.75% | |
| Total Govt Affairs Event Income | 0.00 | 3,300.00 | 13,200.00 | 25.00% | |
| Total Infrastructure Conference Income | 0.00 | 67,422.00 | 56,900.00 | 118.49% | |
| Total Legislative Day Income | 0.00 | 0.00 | 18,000.00 | 0.00% | |
| Total Scholarship Golf Outing Income | 0.00 | 34,905.00 | 42,540.00 | 82.05% | |
| Total Events Income | 22,985.00 | 128,612.00 | 304,965.00 | 42.17% | |
| Events-Region Meetings/Special Events Income | | | | | |
| Central Region Meeting Income | | 7,880.00 | 18,300.00 | 43.06% | |
| Eastern Region Meeting Income | 4,100.00 | 11,115.00 | 23,700.00 | 46.90% | |
| Western Region Meeting Income | 7,300.00 | 15,060.00 | 39,950.00 | 37.70% | |
| Total Events-Region Meetings/Special Events Income | 11,400.00 | 34,055.00 | 81,950.00 | 41.56% | |
| Total Events & Region Meetings/Special Events Income | 34,385.00 | 162,667.00 | 386,915.00 | 42.04% | NOTE 2 |
| Member Directory Income | | 0.00 | 1,200.00 | 0.00% | NOTE 3 |
| Misc Income | | 341.72 | 200.00 | 170.86% | |
| Royalty Income-ACEC BIT | | 0.00 | 2,000.00 | 0.00% | |
| Total Revenue | 76,983.88 | 376,168.80 | 903,377.32 | 41.64% | |
| Gross Profit | 76,983.88 | 376,168.80 | 903,377.32 | 41.64% | |
| Expenditures | | | | | |
| Events & Special Projects Expense | | | | | |
| Events Expense | | | | | |
| Total Annual Leadership Meeting Expense | 0.00 | 0.00 | 59,185.00 | 0.00% | |
| Total Diamond Awards Expense | 0.00 | 0.00 | 60,380.00 | 0.00% | |
| Total Fall Day Expense | 10,012.50 | 10,012.50 | 20,850.00 | 48.02% | |
| Total Govt Affairs Event Expense | 0.00 | 1,377.72 | 5,110.00 | 26.96% | |
| Total Infrastructure Conference Expense | 0.00 | 45,284.13 | 39,625.00 | 114.28% | |
| Total Legislative Day Expenses | 0.00 | 0.00 | 10,650.00 | 0.00% | |
| Total Scholarship Golf Outing Expense | 0.00 | 21,018.54 | 42,540.00 | 49.41% | |
| Total Events Expense | 10,012.50 | 77,692.89 | 238,340.00 | 32.60% | |
| Events-Region Meetings/Special Events Expense | | | | | |
| Total Central Region Meeting Expense | 0.00 | 3,959.83 | 6,943.00 | 57.03% | |
| Total Eastern Region Meeting Expense | 2,686.38 | 6,536.79 | 14,000.00 | 46.69% | |
| Total Western Region Mtg Expense | 4,143.18 | 8,827.63 | 20,180.00 | 43.74% | |
| Total Events-Region Meetings/Special Events Expense | 6,829.56 | 19,324.25 | 41,123.00 | 46.99% | NOTE 4 |

| | | | | |
|---|-------------------|-------------------|-------------------|-----------------|
| Special Projects Expense | | | | |
| PennDOT Innovations Challenge Expense | 0.00 | 1,500.00 | 0.00% | |
| Total Safety Stand Down Expense | 0.00 | 500.00 | 0.00% | |
| Total Special Projects Expense | 0.00 | 0.00 | 2,000.00 | 0.00% |
| Total Events & Special Projects Expense | 16,842.06 | 97,017.14 | 281,463.00 | 34.47% |
| General Operating and Administrative Expenses | | | | |
| Advertising Expense | | 52.50 | 200.00 | 26.25% |
| Total Auto Expense | 67.09 | 1,092.39 | 1,150.00 | 94.99% |
| Auto Lease | 530.84 | 2,654.20 | 6,370.00 | 41.67% |
| Bank / Credit Card Fees | 601.66 | 6,448.72 | 14,000.00 | 46.06% |
| Total Board Expenses | 1,126.93 | 2,475.29 | 7,000.00 | 35.36% |
| Committee Expense | | 0.00 | 250.00 | 0.00% |
| Depreciation Expense | 515.43 | 2,577.15 | 6,585.16 | 39.14% |
| Total Dues/Subscriptions Expense | 1,612.44 | 27,306.41 | 38,562.00 | 70.81% |
| Total Insurance Expense | 324.37 | 4,855.90 | 7,340.00 | 66.16% |
| Internet Services Expense | 276.39 | 1,399.89 | 3,250.00 | 43.07% |
| Member-Related (non-travel) Expense | | 685.64 | 1,550.00 | 44.23% |
| Misc Expense | | 1.00 | 50.00 | 2.00% |
| Total Office Supplies/Copier Expense | 467.28 | 2,814.62 | 3,830.00 | 73.49% |
| Total Personnel Expense | 39,313.66 | 144,968.83 | 380,410.00 | 38.11% |
| Postage Expense | 137.01 | 155.49 | 250.00 | 62.20% |
| Prof Dev/Meetings Expense | | 176.25 | 3,000.00 | 5.88% |
| Professional Services Expense | | 0.00 | 0.00 | |
| Total Professional Services Expense | 14,604.39 | 54,246.34 | 91,300.00 | 59.42% |
| Rent Expense | 3,735.28 | 18,676.40 | 44,425.00 | 42.04% |
| Telephone Expense | 575.86 | 2,851.24 | 7,500.00 | 38.02% |
| Tenant Improvements Expense | | 0.00 | 250.00 | 0.00% |
| Total Travel Expense | 38.40 | 162.28 | 7,500.00 | 2.16% |
| Total General Operating and Administrative Expenses | 63,927.03 | 273,600.54 | 624,772.16 | 43.79% |
| Member Directory Expense | | | | |
| Total Expenditures | 80,769.09 | 370,617.68 | 906,235.16 | 40.90% |
| Net Operating Revenue | (3,785.21) | 5,551.12 | (2,857.84) | -194.24% |
| Other Revenue | | | | |
| Total Bank/Investment Account Interest Income | 4.10 | 143.44 | 200.00 | 71.72% |
| Investment Account Unrealized Gain/Loss | 5,880.87 | 111.03 | 0.00 | |
| Total Other Revenue | 5,884.97 | 254.47 | 200.00 | 127.24% |
| Net Other Revenue | 5,884.97 | 254.47 | 200.00 | 127.24% |
| Net Revenue | 2,099.76 | 5,805.59 | (2,657.84) | -218.43% |

NOTE 5

NOTE 6

NOTE 7

NOTE 8

[illegible]

| American Council of Engineering Companies of Pennsylvania | | | | |
|---|--------------------------------|--|------------------------|--------------------------------------|
| Events P&L Report | | | | |
| Fiscal Year 2023-2024 as of December 29, 2023 | | | | |
| | Jul to Nov 2023 YTD Inc/Exp | Jul to Nov 2023 Events P&L (Events held to date) | FY 2023-2024 Budget | % of Budget (Events held to date) |
| Annual Meeting Income | 6,175.00 | 0.00 | 69,125.00 | 0.00% |
| Annual Meeting Expense | 3,273.61 | 0.00 | 59,185.00 | 0.00% |
| Net Revenue | 2,901.39 | 0.00 | 9,940.00 | 0.00% |
| Diamond Awards Income | 49,845.00 | 0.00 | 69,700.00 | 0.00% |
| Diamond Awards Expense | 1,350.00 | 0.00 | 60,380.00 | 0.00% |
| Net Revenue | 48,495.00 | 0.00 | 9,320.00 | 0.00% |
| Fall Day Income | 22,985.00 | 22,985.00 | 35,500.00 | 64.75% |
| Fall Day Expense | 10,012.50 | 10,012.50 | 20,850.00 | 48.02% |
| Net Revenue | 12,972.50 | 12,972.50 | 14,650.00 | 88.55% |
| Govt Affairs Event Income | 3,300.00 | 3,300.00 | 13,200.00 | 25.00% |
| Govt Affairs Event Expense | 3,252.72 | 1,377.72 | 5,110.00 | 26.96% |
| Net Revenue | 47.28 | 1,922.28 | 8,090.00 | 23.76% |
| Infrastructure Conference Income | 68,722.00 | 67,422.00 | 56,900.00 | 118.49% |
| Infrastructure Conference Expense | 45,284.13 | 45,284.13 | 39,625.00 | 114.28% |
| Net Revenue | 23,437.87 | 22,137.87 | 17,275.00 | 128.15% |
| Legislative Day Income | 12,744.75 | 0.00 | 18,000.00 | 0.00% |
| Legislative Day Expenses | 0.00 | 0.00 | 10,650.00 | 0.00% |
| Net Revenue | 12,744.75 | 0.00 | 7,350.00 | 0.00% |
| Scholarship Golf Outing Income | 34,905.00 | 34,905.00 | 42,540.00 | 82.05% |
| Scholarship Golf Outing Expense | 21,018.54 | 21,018.54 | 42,540.00 | 49.41% |
| Net Revenue | 13,886.46 | 13,886.46 | 0.00 | |
| Central Region Meeting Income | 8,630.00 | 7,880.00 | 18,300.00 | 43.06% |
| Central Region Meeting Expense | 4,584.83 | 3,959.83 | 6,943.00 | 57.03% |
| Net Revenue | 4,045.17 | 3,920.17 | 11,357.00 | 34.52% |
| Eastern Region Meeting Income | 15,490.00 | 11,115.00 | 23,700.00 | 46.90% |
| Eastern Region Meeting Expense | 6,536.79 | 6,536.79 | 14,000.00 | 46.69% |
| Net Revenue | 8,953.21 | 4,578.21 | 9,700.00 | 47.20% |
| Western Region Meeting Income | 21,880.00 | 15,060.00 | 39,950.00 | 37.70% |
| Western Region Mtg Expense | 8,827.63 | 8,827.63 | 20,180.00 | 43.74% |
| Net Revenue | 13,052.37 | 6,232.37 | 19,770.00 | 31.52% |
| Total Net Revenue - All Events/Meetings | 140,536.00 | 65,649.86 | 107,452.00 | 61.10% |

American Council of Engineering Companies of Penns

Statement of Financial Position Comparison

As of November 30, 2023

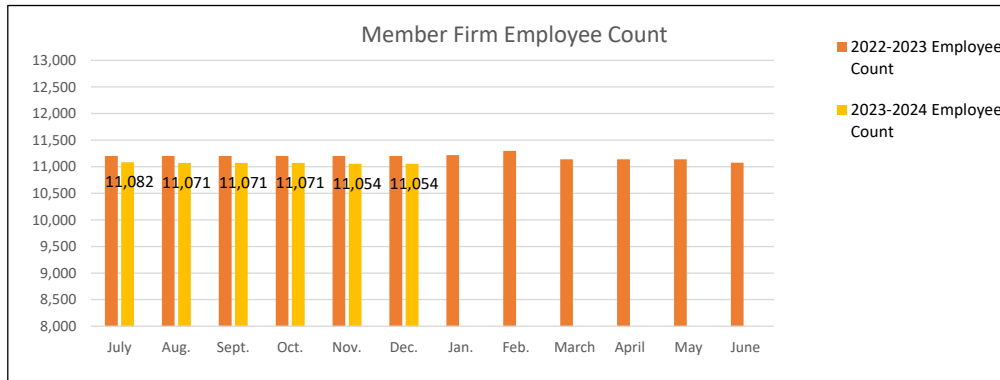
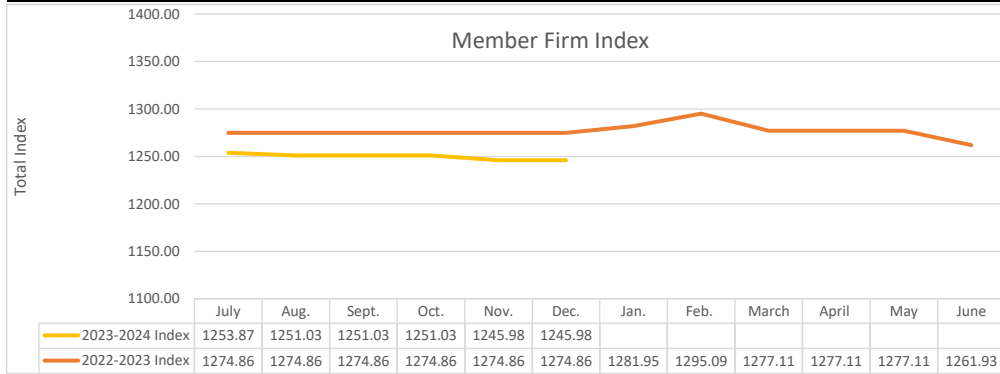
| | TOTAL | | | |
|---|-----------------------|----------------------------|----------------------|-----------------|
| | AS OF NOV 30, 2023 | AS OF NOV 30, 2022 (PY) | CHANGE | % CHANGE |
| ASSETS | | | | |
| Current Assets | | | | |
| Bank Accounts | | | | |
| Wells Fargo Checking Account-Gen Op Fund 5407 | 426,425.79 | 475,032.80 | -48,607.01 | -10.23 % |
| Wells Fargo Investment Account-Long Term 9758 | 86,118.36 | 83,233.66 | 2,884.70 | 3.47 % |
| Wells Fargo Investment Account-Short Term 4856 | 28,167.73 | 27,224.33 | 943.40 | 3.47 % |
| Wells Fargo MM Account-Scholarship Fund 4135 | 9,143.01 | 21,128.50 | -11,985.49 | -56.73 % |
| Total Bank Accounts | \$549,854.89 | \$606,619.29 | \$ -56,764.40 | -9.36 % |
| Accounts Receivable | | | | |
| 1200 *Accounts Receivable | 116,981.50 | 39,488.34 | 77,493.16 | 196.24 % |
| 1201 Allowance for Bad Debts | 0.00 | 0.00 | 0.00 | |
| Total Accounts Receivable | \$116,981.50 | \$39,488.34 | \$77,493.16 | 196.24 % |
| Other Current Assets | | | | |
| 1010C1 Unrealized G (L) ML Reserved | 0.00 | 0.00 | 0.00 | |
| 1010D1 Unrealized G (L)Wells Fargo-Inv Reserved | 0.00 | 0.00 | 0.00 | |
| 1010R Investment Acct - cash reclass | 0.00 | 0.00 | 0.00 | |
| 1010SN Investment acct - cash portion | 0.00 | 0.00 | 0.00 | |
| 1210 Prepaid Expenses | 0.00 | 0.00 | 0.00 | |
| 1210.1 Prepaid Meetings and Events | 11,121.79 | 2,468.03 | 8,653.76 | 350.63 % |
| 1210.2 Prepaid Insurance | 6,322.46 | 5,352.09 | 970.37 | 18.13 % |
| 1210.3 Prepaid Expenses | 5,531.05 | 4,282.86 | 1,248.19 | 29.14 % |
| 1210.4 Prepaid Expense-EZ Pass | 75.00 | 46.89 | 28.11 | 59.95 % |
| Total 1210 Prepaid Expenses | 23,050.30 | 12,149.87 | 10,900.43 | 89.72 % |
| 1499 Undeposited Funds | 406.60 | 3,935.00 | -3,528.40 | -89.67 % |
| Accrued Revenue | 0.00 | | 0.00 | |
| Total Other Current Assets | \$23,456.90 | \$16,084.87 | \$7,372.03 | 45.83 % |
| Total Current Assets | \$690,293.29 | \$662,192.50 | \$28,100.79 | 4.24 % |
| Fixed Assets | | | | |
| 1062 Office Equipment | 0.00 | 0.00 | 0.00 | |
| 1062A Original Cost | 49,437.83 | 44,173.78 | 5,264.05 | 11.92 % |
| 1062B Accumulated Depreciation | -34,900.14 | -28,714.98 | -6,185.16 | -21.54 % |
| Total 1062 Office Equipment | 14,537.69 | 15,458.80 | -921.11 | -5.96 % |
| 1063 Leasehold Improvements | 3,410.00 | 3,410.00 | 0.00 | 0.00 % |
| Total Fixed Assets | \$17,947.69 | \$18,868.80 | \$ -921.11 | -4.88 % |
| TOTAL ASSETS | \$708,240.98 | \$681,061.30 | \$27,179.68 | 3.99 % |
| LIABILITIES AND EQUITY | | | | |
| Liabilities | | | | |
| Current Liabilities | | | | |
| Accounts Payable | | | | |
| 2200 *Accounts Payable | 22,447.40 | 42,975.85 | -20,528.45 | -47.77 % |
| Total Accounts Payable | \$22,447.40 | \$42,975.85 | \$ -20,528.45 | -47.77 % |

| | TOTAL | | | |
|---|-----------------------|----------------------------|-------------------|----------------|
| | AS OF NOV 30, 2023 | AS OF NOV 30, 2022 (PY) | CHANGE | % CHANGE |
| Credit Cards | | | | |
| Chase Visa Card-BS 3877 | 159.95 | | 159.95 | |
| Chase Visa Card-JB 6354 | 0.00 | 499.79 | -499.79 | -100.00 % |
| Chase Visa Card-JB3885 | 189.03 | | 189.03 | |
| Chase Visa Card-LS 7998 | 0.00 | -961.91 | 961.91 | 100.00 % |
| Chase Visa Card-RB 5204 | 0.00 | 1,140.66 | -1,140.66 | -100.00 % |
| Chase Visa Card-SB 0927 | 0.00 | | 0.00 | |
| Chase Visa Card-SB 3893 | 324.24 | | 324.24 | |
| Wells Fargo Visa Card-LS 2483 | 0.00 | 0.00 | 0.00 | |
| Wells Fargo Visa Card-SB 0056 | 0.00 | 0.00 | 0.00 | |
| Total Credit Cards | \$673.22 | \$678.54 | \$ -5.32 | -0.78 % |
| Other Current Liabilities | | | | |
| 2206 Deferred Revenue-Dues | 0.00 | 0.00 | 0.00 | |
| 2206.1 Deferred Revenue-Firm Dues | 247,430.89 | 0.00 | 247,430.89 | |
| 2206.2 Deferred Revenue-Index Dues | 0.00 | 0.00 | 0.00 | |
| 2206.3 Deferred Revenue-Dues-ACEC Dues | 0.00 | 0.00 | 0.00 | |
| 2206.4 Deferred Revenue-Affiliate Dues | 16,872.28 | 0.00 | 16,872.28 | |
| 2206.5 Deferred Revenue-Base Dues | 32,102.94 | 0.00 | 32,102.94 | |
| Total 2206 Deferred Revenue-Dues | 296,406.11 | 0.00 | 296,406.11 | |
| 2211 Deferred Revenue-Events | 0.00 | 0.00 | 0.00 | |
| 2206.6 Deferred Revenue-Government Affairs Event | 0.00 | | 0.00 | |
| 2211.1 Deferred Revenue-Diamond Awards | 34,590.00 | | 34,590.00 | |
| 2211.2 Deferred Revenue-Fall Day | 0.00 | | 0.00 | |
| 2211.3 Deferred Revenue-Infrastructure Conference | 1,300.00 | | 1,300.00 | |
| 2211.4 Deferred Revenue-Annual Leadership Meeting | 6,175.00 | | 6,175.00 | |
| 2211.5 Deferred Revenue-Legislative Day | 12,744.75 | | 12,744.75 | |
| 2211.6 Deferred Revenue-Scholarship Golf Outing | 0.00 | | 0.00 | |
| 2211.7 Deferred Revenue-Western Region Meeting | 2,950.00 | 0.00 | 2,950.00 | |
| 2211.8 Deferred Revenue-Central Region | 2,275.00 | | 2,275.00 | |
| 2211.9 Deferred Revenue-Eastern Region | 750.00 | | 750.00 | |
| Total 2211 Deferred Revenue-Events | 60,784.75 | 0.00 | 60,784.75 | |
| 2212.1 Deferred Revenue-Directory Ads | 1,400.00 | | 1,400.00 | |
| 2502 Capital Lease Obligation | 5,050.41 | 974.44 | 4,075.97 | 418.29 % |
| 25500 Sales Tax Payable | 0.00 | | 0.00 | |
| 25600 Due to ACEC-Membership Dues | 0.00 | 0.00 | 0.00 | |
| 25610 Due to ACEC-Current Membership Dues | 71,639.02 | 59,149.54 | 12,489.48 | 21.12 % |
| 25615 Due to ACEC-Anniversary Membership Dues | 0.00 | 6,546.85 | -6,546.85 | -100.00 % |
| Blling | | | | |
| 25620 Due to ACEC-Past Due Membership Dues | 0.00 | 0.00 | 0.00 | |
| Total 25600 Due to ACEC-Membership Dues | 71,639.02 | 65,696.39 | 5,942.63 | 9.05 % |
| 25700 Accrued Payroll and Taxes | 0.00 | 0.00 | 0.00 | |
| 25800 ACCRUED VACATION | 2,308.27 | 1,167.55 | 1,140.72 | 97.70 % |
| 3315 Scholarship Donations | 0.00 | 0.00 | 0.00 | |
| 401 (k) Payables | | | | |
| 401 (k) Loan Repayment Payable | 0.00 | 0.00 | 0.00 | |
| 401 (k) Payroll Deferrals Payable | 0.00 | 0.00 | 0.00 | |
| Total 401 (k) Payables | 0.00 | 0.00 | 0.00 | |
| Accrued Expense | 0.00 | | 0.00 | |

| | TOTAL | | | |
|--|-----------------------|----------------------------|----------------------------|-----------------|
| | AS OF NOV 30, 2023 | AS OF NOV 30, 2022 (PY) | CHANGE | % CHANGE |
| Due to CEPA PAC | 0.00 | | 0.00 | |
| PA Department of Revenue Payable | 0.00 | 0.00 | 0.00 | |
| Total Other Current Liabilities | \$437,588.56 | \$67,838.38 | \$369,750.18 | 545.05 % |
| Total Current Liabilities | \$460,709.18 | \$111,492.77 | \$349,216.41 | 313.22 % |
| Total Liabilities | \$460,709.18 | \$111,492.77 | \$349,216.41 | 313.22 % |
| Equity | | | | |
| 2900 Opening Bal Equity | 0.00 | 0.00 | 0.00 | |
| 2960 Retained Earnings | 241,726.21 | 313,408.63 | -71,682.42 | -22.87 % |
| 3100 Scholarship (Golf Outing) Restricted Net Assets | 0.00 | 0.00 | 0.00 | |
| Net Revenue | 5,805.59 | 256,159.90 | -250,354.31 | -97.73 % |
| Total Equity | \$247,531.80 | \$569,568.53 | \$ - 322,036.73 | -56.54 % |
| TOTAL LIABILITIES AND EQUITY | \$708,240.98 | \$681,061.30 | \$27,179.68 | 3.99 % |

**December 2023 Membership Reports
Member Firms**

| Month | Starting Index | Starting # Employees | New Index | New # Employees | Drop Index | Drop # Employees | 2023-2024 Index | Employee Count |
|-------|----------------|----------------------|-----------|-----------------|------------|------------------|-----------------|----------------|
| July | 1253.87 | 11,082 | 0.00 | 0 | 0.00 | 0 | 1253.87 | 11,082 |
| Aug. | 1253.87 | 11,082 | 1.49 | 2 | 4.33 | 13 | 1251.03 | 11,071 |
| Sept. | 1251.03 | 11,071 | 0.00 | 0 | 0.00 | 0 | 1251.03 | 11,071 |
| Oct. | 1251.03 | 11,071 | 0.00 | 0 | 0.00 | 0 | 1251.03 | 11,071 |
| Nov. | 1251.03 | 11,071 | 0.00 | 0 | 5.05 | 17 | 1245.98 | 11,054 |
| Dec. | 1245.98 | 11,054 | 0.00 | 0 | 0.00 | 0 | 1245.98 | 11,054 |
| Jan. | | | | | | | | |
| Feb. | | | | | | | | |
| March | | | | | | | | |
| April | | | | | | | | |
| May | | | | | | | | |
| June | | | | | | | | |



| Reconciliation from Certification | 6.30.2023 Ending Index | 6.30.2023 Ending EE Cnt | 7.1.2023 Starting Index after cert | 7.1.2023 Starting EE Cnt after cert |
|-----------------------------------|------------------------|-------------------------|------------------------------------|-------------------------------------|
| | 1261.93 | 110775 | 1253.87 | 11082 |

Current Number of Firms: **109**
Same Time Last Year: **109**

| Reason for Drop |
|---|
| 1. Cancelled BIT (Business Insurance Trust) |
| 2. Cancelled LHT (Life/Health Trust) |
| 3. Cancelled RT (Retirement Trust) |
| 4. Closed office/retired owner |
| 5. Cost (of membership) |
| 6. Low value/benefit/participation |
| 7. M&A – acquisition |
| 8. M&A – merger |
| 9. Non-payment of dues (MO initiated drop) |
| 10. Waiting for response |

| December New Member Firms | | |
|---------------------------|--------------|-----------------------|
| <u>Firm Name</u> | <u>Index</u> | <u>Employee Count</u> |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Totals | 0.00 | 0 |

| YTD New Member Firms | | |
|----------------------|--------------|-----------------------|
| <u>Firm Name</u> | <u>Index</u> | <u>Employee Count</u> |
| Tectonic Engineering | 1.49 | 2 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Totals | 1.49 | 2 |

| December Drop Member Firms | | | |
|----------------------------|--------------|-----------------------|--------------------|
| <u>Firm Name</u> | <u>Index</u> | <u>Employee Count</u> | <u>ACEC Reason</u> |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Totals | 0.00 | 0 | |

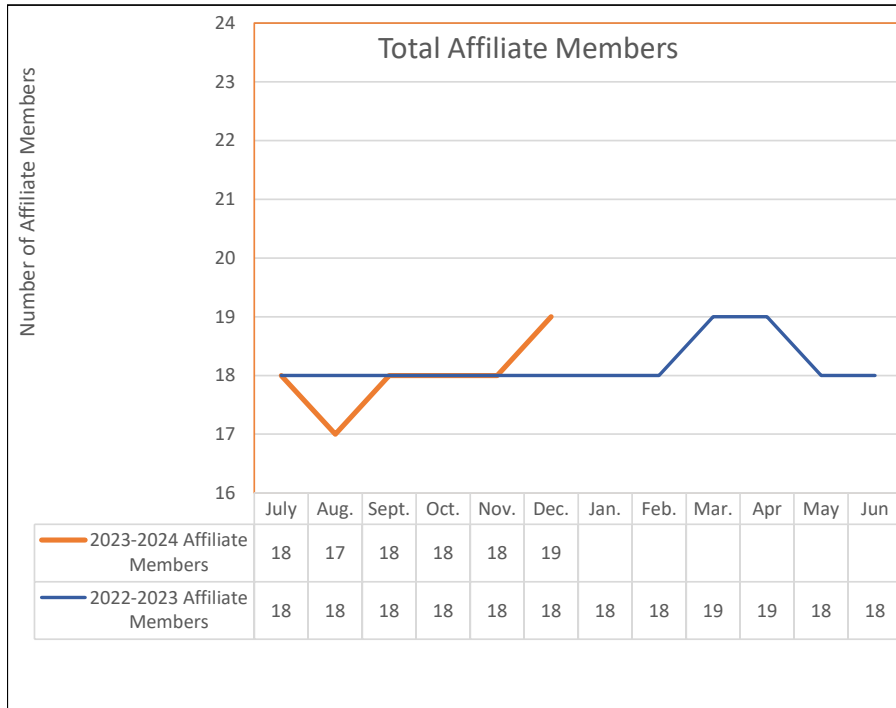
| YTD Drop Member Firms | | | |
|------------------------------|--------------|-----------------------|--------------------|
| <u>Firm Name</u> | <u>Index</u> | <u>Employee Count</u> | <u>ACEC Reason</u> |
| Great Valley Management Corp | 4.33 | 13 | 10 |
| Envision Consultants, Ltd. | 5.05 | 17 | 5 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Totals | 9.38 | 30 | |



AMERICAN COUNCIL OF ENGINEERING COMPANIES
of Pennsylvania

December Membership Reports Affiliate Members

| Month | Starting Members | New Members | Dropped Members | 2023-2024 Affiliate Members |
|-------|------------------|-------------|-----------------|-----------------------------|
| July | 18 | 0 | 0 | 18 |
| Aug. | 18 | 0 | 1 | 17 |
| Sept. | 17 | 1 | 0 | 18 |
| Oct. | 18 | 0 | 0 | 18 |
| Nov. | 18 | 0 | 0 | 18 |
| Dec. | 18 | 1 | 0 | 19 |
| Jan. | | | | |
| Feb. | | | | |
| Mar. | | | | |
| Apr | | | | |
| May | | | | |
| Jun | | | | |



| December New Affiliate Members |
|--------------------------------|
| Topcon Solutions |
| |
| |
| |

| YTD New Affiliate Members |
|---------------------------|
| Rinker Materials |
| Tocon Solutions |
| |
| |
| |
| |
| |

| December Drop Affiliate Members | Reason |
|---------------------------------|--------|
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| | |
| | |

| YTD Drop Affiliate Members | Reason |
|----------------------------|--------|
| Advance 2000, Inc. | 10 |
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| | |

| Reason for Drop |
|---|
| 1. Cancelled BIT (Business Insurance Trust) |
| 2. Cancelled LHT (Life/Health Trust) |
| 3. Cancelled RT (Retirement Trust) |
| 4. Closed office/retired owner |
| 5. Cost (of membership) |
| 6. Low value/benefit/participation |
| 7. M&A – acquisition |
| 8. M&A – merger |
| 9. Non-payment of dues (MO initiated drop) |
| 10. Waiting for response |



FINANCIAL POLICIES AND PROCEDURES

January 2024

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 ACEC/PA (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 them on a periodic basis.

The Executive Director acts as the primary fiscal agent, implementing all financial policies and procedures. The Executive Director, with oversight from the Finance Committee, is responsible for the coordination of the following: annual budget presentation, overall management of the organization’s finances, management of the scholarship fund and other fund investments.

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, approving staff’s expense reports, and bank reconciliation review and approval.

The Finance Manager 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, and 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 and/or staff are prohibited.

4. BUDGET PROCESS

The Finance Manager prepares a draft of the budget with input from the staff and input and review from the Executive Director. The budget is then presented to the Treasurer.

The Executive Director, the Finance Manager, and the Treasurer present the draft of the annual budget to the Finance Committee.

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

The annual budget must be approved by the Board before June 30th.

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 (assets available for use in general operations and not subject to donor restrictions such as member dues) or net assets with donor restrictions (assets with requirements that limit the use of the donated asset until the purpose of the asset is accomplished such as scholarship donations).

The Finance Manager shall prepare and present monthly financial statements to the Executive Director in a format approved by the Executive Director and Finance Committee. The statements shall be submitted monthly by the Executive Director to the Board of Directors and presented by the Treasurer and the Finance Manager at the Board Meetings.

6. CASH FUND

A cash fund of one-quarter to a third of the Association's annual operating expenses shall be maintained in the operating account. When the operating account balance falls below this minimum, the Executive Director, the Finance Manager, and the Board shall develop a plan for rebuilding the cash.

7. AUDIT

The Association will have an audit of its financial statements/records every third year, and a review of its financial statements / records for the interim years. These will be completed no later than four (4) months of the end of each fiscal year. The audit shall be completed by a firm of Independent Certified Public Accountants. The Executive Director and staff shall ensure that the auditors have all of the information needed to complete the audit. The Finance Committee shall have direct responsibility in overseeing the implementation of the Financial Audit.

The Executive Director shall recommend to the Finance Committee, for approval, the selection of a firm to perform the audit. In addition, the Finance Committee shall report the audit results to the Board of Directors.

A representative of the audit firm shall provide a presentation at the Board of Directors meeting immediately following conclusion of the audit 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. Should material weaknesses exist, the Board of Directors shall work directly with the Finance Committee to implement the recommended changes.

8. REVENUE AND INCOME PROCEDURES

The Executive Director, in conjunction with the Association's staff, develops and proposes 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.

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 a designated staff person.
- All checks shall be endorsed with the Association's official stamp.
- The Finance Manager 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 Finance Manager.

All cash and checks received through the mail or in person shall be forwarded to the Executive Director and/or the Finance Manager for deposit. All of the cash or checks received are recorded in a cash receipts log. An individual deposit ticket shall be prepared by the Finance Manager for bank deposit. A copy of the bank deposit slip is retained in

chronological order with copies of the deposited checks. All cash and checks shall be deposited within three (3) business days or sooner. The same procedures follow for cash receipts when monies are received as contributions for special events or scholarship.

Political Action Committee (PAC) contributions are given to the Executive Director or the Finance Manager to deposit into the designated PAC account and recorded on the PAC spreadsheet. PAC contributions will be recorded on the monthly report and associated record keeping, and a copy is provided to the Board as part of the monthly financial reports.

10. RECEIPTS TO DONORS

Scholarship

The Finance Manager shall ensure that all donors shall receive proper acknowledgement of their contributions in accordance with IRS guidelines. All of the proceeds benefiting the scholarship efforts should be deposited in the account designated for scholarship funds.

PAC

The Finance Manager shall ensure that all contributors received a formal letter acknowledging the contributions paid by check, cash or credit card. Receipts shall be submitted no later than 30 calendar days after receiving donation.

11. EXPENDITURE PROCEDURES

All staff expenditures shall be approved by the Executive Director. All Executive Director expenditures shall be approved by the President prior to incurring costs. All expenditures shall be coded by account number using the Association's chart of accounts. The Finance Manager 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.

The preferred method of payment for any Association's expense is using association funds by credit card or check. All receipts must be submitted and maintained with the financial records of the association. In the event that these methods are not accepted or available, the staff may use their own funds (credit cards or cash). All payment receipts must be submitted along with an expense report for the Executive Director's approval prior to reimbursement. The Executive Director will review staff's reimbursement requests and reserves the right to withhold reimbursement if the proper documentation is not provided.

The ACEC/PA Board President will review the Executive Director's reimbursement requests and reserves the right to withhold reimbursement if the proper documentation is not provided.

Travel

Employees must abide by the Association's Travel and Expense Policy as it appears in the Employee Handbook. Travel and expense reports for mileage, meals, hotel, supplies, and other expenses will be maintained by each employee and submitted to the Executive Director for approval and reimbursement processing by the Finance Manager.

The ACEC/PA Board President will approve the Executive Director's travel expenses in the same manner as described above.

Mileage to and from the employee's residence to ACEC/PA's office will not be paid by the Association. Reimbursements for business travel, exclusive of commuting to normal place of work, will be based on the current travel rates established by the U.S. General Services Administration (GSA) and approved through the budgeting process.

All payment receipts, original invoices and documentation of business purpose of expense must be provided as a condition for reimbursement.

Non-budgeted items will require approval of the Executive Committee (or President and Treasurer if time is of the essence). See also #14 Purchasing/Payables.

For budgeted items, the Executive Director is the primary person assigned to sign all checks, drafts, or orders for payment of money, contracts, and commitments for services issued in the name of the Association.

12. **BANK SIGNATURE POLICY**

The Executive Director is the primary authorized signer for all bank accounts. All bank accounts will be updated annually to reflect the Officers of the Board who will have signing authority. Additional authorized signers may include the President-Elect and Treasurer, with all necessary paperwork being completed with the bank within the 30 days of the start of the fiscal year.

13. **COMPENSATION, PAYROLL, BENEFITS**

Payroll is executed every two weeks. Direct deposits will be provided to each employee.

Monthly payroll expenses and payroll tax reporting / remittances shall be verified by the Finance Manager against designated third-party vendor payroll reports, and reconciled with General Operating Fund checking account payroll transactions.

The Executive Director's salary shall be determined by the Executive Committee or their designee and approved by the Board of Directors. The salaries of all other employees shall be determined by the Executive Director and shall be within the total amounts established in the approved budget.

Benefit costs should be evaluated by the Executive Director on an annual basis and approved by the Board of Directors. Cost proposals from at least three (3) vendors (including the current providers) shall be collected to ensure that the association is performing its due diligence. Due to the conflicted nature of benefits, the Executive Director shall seek approval of rates and other costs associated with the Executive Director and the staff's benefits from the Board of Directors.

14. PURCHASING/PAYABLES

Any expenditure exceeding \$500.00 and 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). The Executive Director is responsible for keeping track of non-budgeted approved items. Items shall be presented at the Finance Committee meetings by the Executive Director and/or the Finance Manager.

Purchase of less than the approved amount may be made at the discretion of the Executive Director. However, for fixed assets, reasonable diligence should be exercised to comparatively shop for available sources.

Most account payable invoices are received in an electronic format and are available at vendor online sites or forwarded via email by the vendor. Electronic files of all payables are organized in the network by fiscal year. The bills are submitted to the Executive Director for approval. The bills include the payment approval date, signature of the Executive Director indicating approval of the payment, and the ACEC/PA bank account name and check number used for the payment remittance. (Check stubs are kept on file by fiscal year and in numerical order.) Some bills are paid by automated ACH payment (for recurring monthly payments) and some bills are paid by an ACEC/PA corporate credit card. (Payments by credit card provide rewards dollars which is a small source of non-dues revenue.) When paid by check, checks are written weekly to meet obligations, or ongoing operational expenditures. Original invoices and other expenses paid by credit card, payment receipts and business purpose of purchase documentation are filed with the monthly credit card statements.

Invoices received in the mail shall be approved in writing and dated by the Executive Director. Following review and approval, the invoices shall be distributed to the Finance Manager for check or ACEC/PA online bank account payment preparation. All accounts payable shall include the bank name, check date, and check number. The paid invoices shall be filed alphabetically according to company/individual name, and shall be kept on a fiscal year basis in the payable files on the ACEC/PA server network.

15. 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.

For all budgeted items, the 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.

For non-budgeted items, the Finance Committee shall review such agreements and make recommendations.

16. NOTES, LOANS, AND OTHER INDEBTEDNESS

All notes, loans and other indebtedness to be contracted in the name of the Association shall require the signature of the Executive Director after receiving written approval from the Finance Committee of the Board.

17. 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 performed by responsible staff pursuant to these policies and procedures. Several accounts may be maintained by the Association as follows:

1. General Operating Account
2. Money Market Account/Scholarship
3. Brokerage Accounts
4. PAC Account

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

18. OPERATING ACCOUNT

All checks, cash, money orders, and credit card deposits are reviewed by the Executive Director and deposited in the appropriate accounts by the Finance Manager. Fundraising events, donations, and miscellaneous contributions shall be deposited into the appropriate accounts. Checks are written weekly to meet obligations, or ongoing operational expenditures. All deposits and withdrawals must be made to and from the correct accounts, depending upon the source of the transaction.

19. BANK RECONCILIATIONS

Bank reconciliations shall be completed monthly by the Financial Manager and cross-referenced with the accounting software and the monthly financial statements. The financial statements shall be compiled by the Financial Manager and reviewed by the Executive Director.

All bank statements, credit card statements, investment accounts, and PAC and scholarship fund reports will be reconciled every month by the Financial Manager and incorporated in the monthly financial statements.

20. CASH AND CASHEQUIVALENTS

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 carry balances greater than the maximum guaranteed FDIC insurance limit.

21. INVESTMENTS REPORTS AND INVESTMENT POLICY

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

The philosophy of the Association's short-term and long-term investments is safety of principal and liquidity. These funds shall be included in organizational oversight. Future investment strategies may be updated based on Finance Committee recommendation and Board of Directors' approval.

An annual presentation to the ACEC/PA Board of Directors of investment account performance shall be provided by the investment Fund Manager on annual basis in order to keep the Board apprised of fund performance, and provide opportunity for questions related to alignment with existing policy. Refer to ACEC/PA's Investment Policy (attached as an appendix) for more information on investment guidelines and information.

22. INSURANCE

Reasonable and adequate coverage will be maintained to protect the Association's interests as well as those of the Board of Directors. The following insurance policies shall be kept on a yearly basis: commercial property contents, general and professional liability insurance, cybersecurity insurance, directors and officers liability insurance, employee dishonesty bond insurance, employee life insurance, workers compensation insurance, automobile insurance, and employee health insurance.

Insurance policies shall be carefully reviewed by the Executive Director before renewal each year and shall be subject to the approval of the Board of Directors.

23. BONDING

All Association employees shall be covered through an employee dishonesty policy in the Association's business insurance policy. In addition, all members of the Board of Directors shall be bonded by a reputable insurance company through the Board Directors

and Officers Policy, and will stay in effect as long as the policy is not violated by an individual in any way.

24. 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 in collaboration with the auditor 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 the Finance Manager on an ongoing basis and reviewed by the Executive Director. The accounting firm engaged by ACEC/PA prepares and maintain the depreciation schedule.

25. EQUIPMENT INSTALLATION

Purchase, installation, and maintenance of telephone equipment, office equipment, and computer equipment shall be approved by the 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.

26. CONFIDENTIALITY AND RECORDS SECURITY

Financial records are restricted materials with limited access. Only the Finance Manager, Executive Director, and Accountant shall have access to financial records (vendor files, checks, journals, payroll, etc.).

27. DOCUMENT RETENTION

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

28. TAX REPORTING

The Association is exempt from federal income taxes under Section 501(c)(6) of the IRS Code. IRS Form 990 tax return will be filed by the Association's Accountant each year with acknowledgement and concurrence by the Board of Directors.

PA Department of Revenue allows income tax filing exemption based on an IRS Letter of Determination.

The Association will file 1099s as needed annually.

Appendix

Effective Systems of Internal Control

General

Internal control is 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 accurately reflect the operation of the business. The control system should provide systematic responses to errors when they occur, to changed conditions, and to new types 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 authorized 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:

