

## **Minutes of the ATD Tulsa Chapter Board Meeting**

Monday, November 4, 2019

3:30 p.m. to 5:00 p.m.

This meeting was held via Skype.

### **Call to Order**

President Walt Hansmann called the meeting to order at 3:35 p.m.

### **Roll Call**

Walt Hansmann, CPLP, President  
Linda Jenkins, Past President  
Kim Boggs, VP of Marketing  
Stacy Davis, CPLP, VP of Programming  
Lewana Harris, President-Elect  
Ashley Whitfield, VP of Membership  
Skip Eller, VP of Finance

### **Guests**

Megan McManus  
Sunilyn Hertt

7 of 7 board members were present. A quorum was established.

### **1.C Approval of the Agenda**

Kim moved, Lewana seconded approval of the agenda. MOTION CARRIED.

### **2. Administrative**

- a) Approval of Minutes from October Meeting. Kim moved, Skip seconded. MOTION CARRIED.
- b) Bylaws and Policies Committee.
  - a. No need for bylaws committee meeting as everything is ready for end of year 2019. The next meeting can be decided by 2020 board.
- c) ALC Takeaways
  - a. Lewana & Kim shared
    - i. Strategic ideas to plan a whole year in advance;
    - ii. Have a theme for the year and all programs relate to the theme;
    - iii. Include webinars throughout the year to still have meetings and allow for those who can't get away from office to be able to attend. Perhaps a good option when we don't have room available at OSU Tulsa;
    - iv. Also, consider 2 year terms
- d) 2020 Board planning/Retreat – TBD at St. Dunstan's
- e) Thoughts on filling 2020 Board Positions – We still have 3 vacancies on the board for 2020. Need President Elect, Programming VP and Membership VP.

### **3. Financial Report**

- a. Review past and current financial reports. Kim Moved; Stacy Seconded. MOTION CARRIED.
- b. Annual Review. Solid report. Skip Moved, Walt seconded to accept the annual review. MOTION CARRIED.
- c. New name tag printer was purchased for \$180. It worked beautifully at the State conference. Walt has the printer and the signs in his possession. Will pass them off to Skip.

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### **4. Membership**

- a) Something is wrong with the Membership reports in Wild Apricot. 5 new members were reported in October. 2 Due November; 4 due December. January has a lot of members due.  
Power / Joint member report is forthcoming
- b) Annual Member Survey will be sent on November 15<sup>th</sup> with a reply due November 25. A paragraph about the survey will be added to the newsletter reminding members to be looking for the survey.  
Walt will reset survey monkey access for Ashley
- c) New member event – Ashley inquired about a new member event for end of year. It was discussed and decided as a group to push any new member event until after new year.

### **5. Professional Development**

- a. State Conference Survey Results. Moved to table until December meeting. Walt moved; Kim Seconded. MORTION CARRIED.
- b. Future Monthly programs. Stacy submitted RFPs for November and December.
- c. ELW and Trainer Throwdown.
  - a. Throwdown form will be updated
  - b. Marketing plan will be formulated
  - c. Cash prize will be given to winner; others will be given a participation prize. No more than 6 participants.
  - d. Walt will get ball rolling on Proclamations from Governor
  - e. Walt will also pursue Proclamation from Mayor for our 70<sup>th</sup> year as a chapter.
  - f. Past chapter presidents will be invited to attend throwdown and birthday party. We will extend member rate to attend.
- d. Programming Scheduled. Upcoming program November 15 – Blended Learning: Enhancing training through the use of virtual reality – Matt Joiner and Myra Maese. Both are presenting. All board needs to get registered. Walt and Kim will not be there. Add John Zink to the event site as sponsor.

### **Communication**

- a. Deadline for information to be to Kim for next newsletter is December 9<sup>th</sup>. The newsletter will go out 2 weeks later. We will highlight all the things we did during ELW.

### **State Conference Report**

- a) Invoices will be paid. Hotel paid for. Owe Bob Pike other half of travel and expenses and the other box needs to be sent back.
- b) We had \$18,640 Income; \$14,370.62 Expenses. Profit was \$4200.
- c) Total attendance 69; 2 AM only and 2 PM only.
- d) 19 paid pre conference; no outstanding money due

### **Old Business**

- We need a place to hold January and June meeting.
- We took all available dates at OSU Tulsa for 2020. We are not locked down if we find a different venue, but we do have them if we need them.

## **Minutes of the ATD Tulsa Chapter Board Meeting**

Monday, November 4, 2019

3:30 p.m. to 5:00 p.m.

### **New Business**

- Lewana facilitated discussion around communication tool for board for 2020. Will request it be put in budget for 2020. Will reach out to Learning Unlimited to do an in-kind sponsorship. Limit to no more than 10 people.

### **Action Items**

- Stacy will get forms updated for ELW; RFPs; and send all info to Kim to post on website
- Walt will get proclamations started for Elw from governor and mayor
- Walt will add John Zink to sponsorship area of website
- Ashley or someone else will do name tags for November / December meeting

### **Adjournment**

The meeting was adjourned at 5:02 p.m.

Respectfully submitted by Kim Boggs

Date & Time: Monday, November 4, 2019 from 3:30 PM to 5:00 PM

Location: Virtual

1. Call Meeting to Order
  - a. Roll Call – Kim Boggs
  - b. Confirm Quorum – Declare if Quorum is or is not Present – Kim Boggs
  - c. Agenda for November 4<sup>th</sup> Board Meeting – **Review and Approve** – Walt Hansmann
2. Administrative
  - a. Minutes from October 7, 2019 Board Meeting – **Review and Approve** – Kim Boggs
  - b. Bylaws and Policies Committee Report – Linda Jenkins
  - c. Thoughts on filling 2020 Board Positions – President-Elect; VP of Membership; VP of Programs
3. Financial
  - a. Financial Reports – Past and Current - **Review and Accept** – Skip Eller
  - b. Annual Review – Review and Accept – Skip Eller
  - c. New Name Tag Printer Report – Skip Eller / Linda Jenkins
4. Membership
  - a. Membership Report for November 2019 – **Review & Accept** – Ashley Whitfield
  - b. Annual Member Survey – Ashley Whitfield
  - c. ATD Learning Week – Ashley Whitfield / Walt Hansmann
5. Professional Development
  - a. State Conference Survey Results – Table until December
  - b. Future Monthly Programs
  - c. Employee Learning Week and Trainer Throwdown
    - i. Updated Form
    - ii. Marketing Plan
    - iii. Prizes for Throwdown Winners
    - iv. Governor’s Proclamation for Employee Learning Week
    - v. Mayor’s Proclamation for ATD Tulsa 70<sup>th</sup> Anniversary
    - vi. Invite Past Chapter Presidents
    - vii. Birthday Cake for Dessert
    - viii. Pass the Gavel – Oath of Office
  - d. Programming Scheduled –
    - i. Upcoming Program: November 15 – *Blended Learning: Enhancing Training Through the Use of Virtual Reality* – Matt Joiner & Myra Maese
    - ii. Content & Logistics – Stacy Davis
    - iii. Accommodations: Team Effort
      1. Meal – Meal & Room @ OSU-Tulsa BS Roberts Room – Stacy and Cathy ordering; Ashley doing nametags
      2. Check In – Skip and Linda
    - iv. Board Member Attendance & Participation (Walt will be out of town)
    - v. Board Communications for Attendees:

1. Opening Welcome – Linda Jenkins
  2. Check-In to Program Meeting on Facebook – Kim Boggs
  3. Tweet During Meeting – Kim Boggs
  4. Welcome Guests – Ashley Whitfield
  5. Acknowledge New Members and Power Members and Power Member Minute **Who will do the Power Member Minute?)** – Ashley Whitfield
  6. Sponsor Pitch for 2019 Programs – Lewana Harris
  7. Pitch for Future Programs – Stacy Davis
  - vi. Program –ICE Insider – Stacy Davis to Introduce Program Speakers
  - vii. At end of Program:
    1. Guest Presenter Thank You – Stacy Davis
    2. Door Prizes – Stacy Davis & Linda Jenkins
  - viii. Distribute Meeting Evaluation by Tuesday, November 19, 2019
6. Communications
- a. December Newsletter deadline for articles –
  - b. Employee Learning Week and Trainer Throwdown Promos
7. State Conference Planning Report
- a. State Conference Report – Walt Hansmann
  - b. State Conference Budget Update – Walt Hansmann
8. Old Business
- a. Monthly Programs for 2020:
    - i. January - No Space Available at OSU Tulsa
    - ii. February 21 – OSU Tulsa BOK Room
    - iii. March 20 – OSU Tulsa BS Roberts Room
    - iv. April 17 – OSU Tulsa BOK Room
    - v. May 15 – OSU Tulsa BS Roberts Room
    - vi. June – No Space Available at OSU Tulsa
    - vii. July 17 – OSU Tulsa BS Roberts Room
    - viii. August 21 – OSU Tulsa BOK Room
    - ix. September 18 – OSU Tulsa BOK Room
    - x. October 16 – BS Roberts Room
    - xi. November 20 – OSU Tulsa BOK Room
    - xii. December 4 – OSU Tulsa BS Roberts Room
9. New Business
10. Confirm Action Items – Kim Boggs and Walt Hansmann
11. Next Board Meeting: Monday, December 2
12. Adjourn Meeting – Walt Hansmann

**ATD Tulsa Chapter  
Statement of Financial Position as of 01/01/2019**

<b>Assets</b>		<b>Liabilities</b>	
Checking	\$ 12,849.51	Accounts Payable	\$ -
PayPal	\$ 3,202.59	Taxes Payable	\$ -
Cash	\$ 140.00	<b>Total Liabilities</b>	<u>\$ -</u>
Accounts Receivable	\$ 2,023.00	<b>Net Assets</b>	
(Less doubtful accounts)*	\$ (80.00)	Unrestricted Net Assets	\$ 18,135.10
		Temporarily Restricted Net Assets	\$ -
		Permanently Restricted Net Assets	\$ -
<b>Total Cash Assets</b>	<u>\$ 16,192.10</u>	<b>Total Net Assets</b>	<u>\$ 18,135.10</u>
<b>Total Assets</b>	<u>\$ 18,135.10</u>	<b>Total Liabilities Plus Net Assets</b>	<u>\$ 18,135.10</u>

\*Doubtful Accounts are greater than 90 days old with Unknown Status

Association for Talent Development Tulsa Chapter

2018 Budget/Income Statement (As of 01/01/2019)

Category Description	2017 Actuals	2018 Budget	12/01/18 - 12/31/18	2018 Year To Date	VARIANCE	Special Notes	FY18 Notes
<b>INCOME</b>							
ATD ChiP	1,158.31	987.70	0.00	1,237.27	249.57		Variable - Using 2 year Average
Meeting Fees	7,299.00	9,617.14	530.00	8,130.00	-1,487.14		12 Meetings (see Meeting Income Worksheet)
Membership Dues	4,249.00	5,900.00	150.00	4,214.00	-1,686.00		115 @ \$50 standard memberships; 6 @ \$25 student
ATD Meeting Sponsorship	0.00	1,750.00	0.00	1,000.00	-750.00		7 Regular Meeting Sponsorships (\$250 each)
Special Event - Training	924.00	3,000.00	0.00	5,840.00	2,840.00	All for Gamification Workshop	One Special Event - Tentative (20 participants @ \$49 each)
Special Event - State Conference	11,882.00	0.00	0.00	0.00	0.00		NO CONFERENCE
<b>TOTAL INCOME</b>	<b>33,762.31</b>	<b>21,254.84</b>	<b>680.00</b>	<b>20,421.27</b>			
<b>EXPENSES</b>							
<b>Board Expense</b>							
National ATD Dues	2,235.00	1,611.00	0.00	1,341.00	270.00		9 @ \$179: Gentlepersion's agreement to pay ATD dues for board members
Retreat	0.00	250.00	0.00	53.05	196.95		Printing, Lunch for Jan. 20, 2018 board retreat
							1 Registrations, 3 Hotel Rooms, 3 Airfares, & Meals - Note: Linda and
							Walt are planning to submit proposals to present workshops at ALC.
							Presenters receive free registration to ALC (\$150 each). If their
							proposals are accepted, propose to send them + 1 additional board
							member to ALC.
							Stamps / Envelopes (\$75), QuickBooks Subscription (\$366)
							Annual Financial Audit
ATD Leader's Conference	1,985.55	2,700.00	0.00	3,346.00	-646.00		
Treasurer Expense	48.25	441.00	0.00	347.70	93.30		
Annual Audit	0.00	1,000.00	0.00	0.00	1,000.00		
<b>TOTAL Board Expense</b>	<b>4,268.80</b>	<b>6,002.00</b>	<b>0.00</b>	<b>5,087.75</b>			
<b>Communications Expense</b>							
GoDaddy Domains	99.00	81.02	0.00	80.68	0.34		Web Domains (Annual Expense)
Go Daddy Standard SSL	0.00	0.00	0.00	0.00	0.00		Next Due 03/17/19 (\$140)
Go Daddy Email	207.27	501.48	0.00	501.48	0.00		New Email Purchase (\$501.48 renew 2018, 2021; \$120 renew 2020)
Wild Apricot Web Site	578.63	1,248.00	0.00	1,536.00	-288.00		Annual Expense - Next Due 04/27/18
Survey Monkey	0.00	425.00	0.00	408.00	17.00		Approved expense up to \$425.00 (annual)
PO Box Subscription	0.00	64.00	0.00	70.00	-6.00		Annual Expense - Next Due 02/18
Marketing	0.00	250.00	0.00	0.00	250.00		Printing / Mailing Costs for Special Meeting or Communcation
<b>TOTAL Communications Expense</b>	<b>884.90</b>	<b>2,569.50</b>	<b>0.00</b>	<b>2,596.16</b>			
<b>Meeting Expense</b>							
Facility Charge	810.00	870.00	0.00	915.00	-45.00		10 @ \$70 (OSU in Room 140); 2 @ 85 (OSU in BS Roberts Room)
Meals-Food	6,760.18	7,368.00	763.16	5,981.58	1,386.42	\$680 received (\$720 registered) + \$250 Jenkins sponsorship - \$763.16 Food and Facility = +166.84	384 (32 attend/month avg.) @ \$17/month average (+20 attend for special event + \$500)
ATD December Special Program			0.00	0.00	0.00		Moved to Recognition Items
Recognition Items	0.00	850.00	167.82	246.02	603.98	\$67.82 for Trophy, \$100 Throw Down Award	See separate "Recognition Items Budget" tab for breakdown
<b>TOTAL Meeting Expense</b>	<b>7,570.18</b>	<b>9,088.00</b>	<b>930.98</b>	<b>7,142.60</b>			
<b>Membership Expense</b>							
New Member Marketing	0.00	450.00	0.00	0.00	450.00		New Member Welcome Kits
New Member Appreciation	0.00	660.00	0.00	158.60	501.40		(40@16.50) New Member Lunches
<b>TOTAL Membership Expense</b>	<b>0.00</b>	<b>1,110.00</b>					
<b>Misc. Expenses</b>							
Paypal Expense	794.96	400.00	18.09	490.86	-90.86		High in 2017 due to conference
Oklahoma ATD State Conference	21,010.97	1,000.00	0.00	1,000.00	0.00	In-kind Sponsorship of State Conference	In-Kind Sponsorship to OKC State Conference Note: Gentlepersion's
Other Special Event Expense	0.00	0.00	123.50	1,237.98	-1,237.98	\$123.50 in award to James Clark for Special Program	agreement to provide host chapter with \$1,000 "sponsorship" check
Insurance	960.12	1,000.00	0.00	992.55	7.45		Moved to "Recognition Items" under "Meeting Expense" above
Scholarship Program (pending approval)	0.00	0.00	0.00	0.00	0.00		Due March (Note: In 2017 paid: \$460.12 to Willis of MD, and \$500 to Hartford)
<b>TOTAL Misc Expense</b>	<b>22,766.05</b>	<b>2,400.00</b>	<b>141.59</b>	<b>3,721.39</b>			Scholarship Program pending policy approval
<b>TOTAL EXPENSES</b>	<b>35,489.93</b>	<b>21,169.50</b>	<b>1,072.57</b>	<b>18,547.90</b>			
<b>OVERALL TOTAL</b>	<b>-1,727.62</b>	<b>85.34</b>	<b>-392.57</b>	<b>1,873.37</b>			

Paypal Fees as of 06/01/17: 2.2% + .30 for online transactions. 2.7% per card swipe, 3.5% + .15 for manual key

**ATD Tulsa Chapter  
Statement of Financial Position as of 02/01/2019**

<b>Assets</b>		<b>Liabilities</b>	
Checking	\$ 12,995.65	Accounts Payable	\$ -
PayPal	\$ 5,640.67	Taxes Payable	\$ -
Cash	\$ 170.00	<b>Total Liabilities</b>	<u>\$ -</u>
Accounts Receivable	\$ 865.00	<b>Net Assets</b>	
(Less doubtful accounts)*	\$ (685.00)	Unrestricted Net Assets	\$ 18,986.32
		Temporarily Restricted Net Assets	\$ -
		Permanently Restricted Net Assets	\$ -
<b>Total Cash Assets</b>	<u>\$ 18,806.32</u>	<b>Total Net Assets</b>	<u>\$ 18,986.32</u>
<b>Total Assets</b>	<u>\$ 18,986.32</u>	<b>Total Liabilities Plus Net Assets</b>	<u>\$ 18,986.32</u>

\*Doubtful Accounts are greater than 90 days old with Unknown Status



Association for Talent Development Tulsa Chapter

2019 Budget/Income Statement (As of 02/01/2019)

Category Description	2018 Actuals	2019 Budget	01/01/19 - 01/31/19	2019 Year To Date	VARIANCE	Special Notes	FY19 Notes
<b>INCOME</b>							
ATD ChiP	1,237.27	500.00	69.76	69.76	-430.24	9.76 in product, \$60 in CHIP membership renewals / new	Variable - Using 2 year Average
Meeting Fees	8,130.00	7,920.00	1,140.00	1,140.00	-6,780.00		12 Meetings (see Meeting Income Worksheet)
Membership Dues	4,214.00	5,000.00	860.00	860.00	-4,140.00		115 @ \$50 standard memberships; 6 @ \$25 student
Local Dues Received from ATD Website	0.00	0.00	60.00	0.00	0.00		
ATD Meeting Sponsorship	1,000.00	1,000.00	500.00	500.00	-500.00	Linda Jenkins (June, December 2019)	7 Regular Meeting Sponsorships (\$250 each)
ATD Newsletter Sponsorship	0.00	0.00	100.00	100.00	100.00	Tracy Spears	
Special Event - Training	5,840.00	3,000.00	0.00	0.00	-3,000.00		One Special Event
Special Event - State Conference	0.00	14,500.00	0.00	0.00	-14,500.00		
Special Event- State Conference Sponsorships	0.00	8,000.00	0.00	0.00	-8,000.00		
<b>TOTAL INCOME</b>	<b>20,421.27</b>	<b>39,920.00</b>	<b>2,729.76</b>	<b>2,669.76</b>			
<b>EXPENSES</b>							
<b>Board Expense</b>							
National ATD Dues	1,341.00	358.00	129.00	129.00	229.00	Kim Boggs National Membership	2 Dues paid as requested
Retreat	53.05	100.00	66.14	66.14	33.86	WalMart for Groceries	
ATD Leader's Conference	3,346.00	3,500.00	0.00	0.00	3,500.00		1 Registrations, 3 Hotel Rooms, 3 Airfares, & Meals - Note: Linda and Walt are planning to submit proposals to present workshops at ALC. Presenters receive free registration to ALC (\$150 each). If their proposals are accepted, propose to send them + 1 additional board member to ALC.
Treasurer Expense	347.70	400.00	0.00	0.00	400.00		Stamps, Envelopes, Accounting Expenses
Annual Audit	0.00	1,000.00	0.00	0.00	1,000.00		Annual Financial Audit
<b>TOTAL Board Expense</b>	<b>5,087.75</b>	<b>5,358.00</b>	<b>195.14</b>	<b>195.14</b>			
<b>Communications Expense</b>							
GoDaddy Domains	80.68	100.00	0.00	0.00	100.00		Web Domains (Annual Expense)
Go Daddy Standard SSL	0.00	0.00	0.00	0.00	0.00		Next Due 03/17/19 (\$140)
Go Daddy Email	501.48	525.00	0.00	0.00	525.00		New Email Purchase (\$501.48 renew 2018, 2021; \$120 renew 2020)
Wild Apricot Web Site	1,536.00	1,600.00	0.00	0.00	1,600.00		Annual Expense - Next Due 04/27/18
Survey Monkey	408.00	425.00	408.00	408.00	17.00		Approved expense up to \$425.00 (annual)
PO Box Subscription	70.00	75.00	0.00	0.00	75.00		Annual Expense - Due Each February
Marketing	0.00	250.00	0.00	0.00	250.00		Printing / Mailing Costs for Special Meeting or Communication
<b>TOTAL Communications Expense</b>	<b>2,596.16</b>	<b>2,975.00</b>	<b>408.00</b>	<b>408.00</b>			
<b>Meeting Expense</b>							
Facility Charge	915.00	870.00	0.00	0.00	870.00		10 @ \$70 (OSU in Room 140); 2 @ 85 (OSU in BS Roberts Room)
Meals-Food	5,981.58	5,200.00	596.98	596.98	4,603.02	\$1010 Received - \$596.98 Food - \$70 Room Charge = \$343.02	384 (32 attend/month avg.) @ \$17/month average (+20 attend for special event + \$500)
ATD December Special Program	0.00	0.00	0.00	0.00	0.00		Moved to Recognition Items
Recognition Items	246.02	750.00	0.00	0.00	750.00		See separate "Recognition Items Budget" tab for breakdown
<b>TOTAL Meeting Expense</b>	<b>7,142.60</b>	<b>6,820.00</b>	<b>596.98</b>	<b>596.98</b>			
<b>Membership Expense</b>							
New Member Marketing	0.00	450.00	0.00	0.00	450.00		New Member Welcome Kits
New Member Appreciation	158.60	660.00	0.00	0.00	660.00		(40@16.50) New Member Lunches
<b>TOTAL Membership Expense</b>	<b>158.60</b>	<b>1,110.00</b>					
<b>Misc. Expenses</b>							
Paypal Expense	490.86	850.00	71.92	71.92	778.08		High in 2017 due to conference
Oklahoma ATD State Conference	1,000.00	20,000.00	0.00	0.00	20,000.00		In-Kind Sponsorship to OKC State Conference Note: Gentlepersion's agreement to provide host chapter with \$1,000 "sponsorship" check
Other Special Event Expense	1,237.98	1,500.00	0.00	0.00	1,500.00		Moved to "Recognition Items" under "Meeting Expense" above
Insurance	992.55	1,300.00	0.00	0.00	1,300.00		Due March (Note: In 2017 paid; \$460.12 to Willis of MD, and \$500 to Hartford)
Scholarship Program (pending approval)	0.00	0.00	0.00	0.00	0.00		Scholarship Program pending policy approval
<b>TOTAL Misc Expense</b>	<b>3,721.39</b>	<b>23,650.00</b>	<b>71.92</b>	<b>71.92</b>			
<b>TOTAL EXPENSES</b>	<b>18,706.50</b>	<b>39,913.00</b>	<b>1,272.04</b>	<b>1,272.04</b>			
<b>OVERALL TOTAL</b>	<b>1,714.77</b>	<b>7.00</b>	<b>1,457.72</b>	<b>1,397.72</b>			

Paypal Fees as of 06/01/17: 2.2% + .30 for online transactions. 2.7% per card swipe, 3.5% + .15 for manual key

**ATD Tulsa Chapter  
Statement of Financial Position as of 03/01/2019**

<b>Assets</b>		<b>Liabilities</b>	
Checking	\$ 12,548.37	Accounts Payable	\$ -
PayPal	\$ 7,309.08	Taxes Payable	\$ -
Cash		<b>Total Liabilities</b>	<u>\$ -</u>
Accounts Receivable	\$ 380.00	<b>Net Assets</b>	
(Less doubtful accounts)*	\$ -	Unrestricted Net Assets	\$ 20,237.45
		Temporarily Restricted Net Assets	\$ -
		Permanently Restricted Net Assets	\$ -
<b>Total Cash Assets</b>	<u>\$ 19,857.45</u>	<b>Total Net Assets</b>	<u>\$ 20,237.45</u>
<b>Total Assets</b>	<u>\$ 20,237.45</u>	<b>Total Liabilities Plus Net Assets</b>	<u>\$ 20,237.45</u>

\*Doubtful Accounts are greater than 90 days old with Unknown Status

Association for Talent Development Tulsa Chapter

2019 Budget/Income Statement (As of 03/01/2019)

Category Description	2018 Actuals	2019 Budget	02/01/19 - 02/28/19	2019 Year To Date	VARIANCE	Special Notes	FY19 Notes
<b>INCOME</b>							
ATD ChiP	1,237.27	500.00	0.00	69.76	-430.24		Variable - Using 2 year Average
Meeting Fees	8,130.00	7,920.00	950.00	2,090.00	-5,830.00		12 Meetings (see Meeting Income Worksheet)
Membership Dues	4,214.00	5,000.00	400.00	1,260.00	-3,740.00		115 @ \$50 standard memberships; 6 @ \$25 student
Local Dues Received from ATD Website	0.00	0.00	0.00	0.00	0.00	Received January 2019	
ATD Meeting Sponsorship	1,000.00	1,000.00	0.00	500.00	-500.00	Linda Jenkins (June, December 2019)	7 Regular Meeting Sponsorships (\$250 each)
ATD Newsletter Sponsorship	0.00	0.00	0.00	100.00	100.00		
Special Event - Training	5,840.00	3,000.00	800.00	800.00	-2,200.00	\$800 to Sexter Workshop	One Special Event
Special Event - State Conference	0.00	14,500.00	0.00	0.00	-14,500.00		
Special Event- State Conference Sponsorships	0.00	8,000.00	0.00	0.00	-8,000.00		
<b>TOTAL INCOME</b>	<b>20,421.27</b>	<b>39,920.00</b>	<b>2,150.00</b>	<b>4,819.76</b>			
<b>EXPENSES</b>							
<b>Board Expense</b>							
National ATD Dues	1,341.00	358.00	0.00	129.00	229.00		2 Dues paid as requested
Retreat	53.05	100.00	0.00	66.14	33.86	WalMart for Groceries	
ATD Leader's Conference	3,346.00	3,500.00	0.00	0.00	3,500.00		1 Registrations, 3 Hotel Rooms, 3 Airfares, & Meals - Note: Linda and Walt are planning to submit proposals to present workshops at ALC. Presenters receive free registration to ALC (\$150 each). If their proposals are accepted, propose to send them + 1 additional board member to ALC.
Treasurer Expense	347.70	400.00	0.00	1.00	399.00	Arvest Charge \$1.00	Stamps, Envelopes, Accounting Expenses
Annual Audit	0.00	1,000.00	0.00	0.00	1,000.00		Annual Financial Audit
<b>TOTAL Board Expense</b>	<b>5,087.75</b>	<b>5,358.00</b>	<b>0.00</b>	<b>196.14</b>			
<b>Communications Expense</b>							
GoDaddy Domains	80.68	100.00	0.00	0.00	100.00		Web Domains (Annual Expense)
Go Daddy Standard SSL	0.00	0.00	0.00	0.00	0.00		Next Due 03/17/19 (\$140)
Go Daddy Email	501.48	525.00	0.00	0.00	525.00		New Email Purchase (\$501.48 renew 2018, 2021; \$120 renew 2020)
Wild Apricot Web Site	1,536.00	1,600.00	0.00	0.00	1,600.00		Annual Expense - Next Due 04/27/18
Survey Monkey	408.00	425.00	0.00	408.00	17.00		Approved expense up to \$425.00 (annual)
PO Box Subscription	70.00	75.00	80.00	80.00	-5.00		Annual Expense - Due Each February
Marketing	0.00	250.00	0.00	0.00	250.00		Printing / Mailing Costs for Special Meeting or Communcation
<b>TOTAL Communications Expense</b>	<b>2,596.16</b>	<b>2,975.00</b>	<b>80.00</b>	<b>488.00</b>			
<b>Meeting Expense</b>							
Facility Charge	915.00	870.00	70.00	70.00	800.00		10 @ \$70 (OSU in Room 140); 2 @ 85 (OSU in BS Roberts Room)
Meals-Food	5,981.58	5,200.00	596.28	1,193.26	4,006.74		384 (32 attend/month avg.) @ \$17/month average (+20 attend for special event + \$500)
ATD December Special Program	0.00	0.00	0.00	0.00	0.00		Moved to Recognition Items
Recognition Items	246.02	750.00	0.00	0.00	750.00		See separate "Recognition Items Budget" tab for breakdown
<b>TOTAL Meeting Expense</b>	<b>7,142.60</b>	<b>6,820.00</b>	<b>666.28</b>	<b>1,263.26</b>			
<b>Membership Expense</b>							
New Member Marketing	0.00	450.00	0.00	0.00	450.00		New Member Welcome Kits
New Member Appreciation	158.60	660.00	0.00	0.00	660.00		(40@16.50) New Member Lunches
<b>TOTAL Membership Expense</b>	<b>158.60</b>	<b>1,110.00</b>					
<b>Misc. Expenses</b>							
Paypal Expense	490.86	850.00	51.59	123.51	726.49		High in 2017 due to conference
Oklahoma ATD State Conference	1,000.00	20,000.00	0.00	0.00	20,000.00		In-Kind Sponsorship to OKC State Conference Note: Gentleperson's agreement to provide host chapter with \$1,000 "sponsorship" check
Other Special Event Expense	1,237.98	1,500.00	0.00	0.00	1,500.00		Moved to "Recognition Items" under "Meeting Expense" above
Insurance	992.55	1,300.00	0.00	0.00	1,300.00		Due March (Note: In 2017 paid: \$460.12 to Willis of MD, and \$500 to Hartford)
Scholarship Program (pending approval)	0.00	0.00	0.00	0.00	0.00		Scholarship Program pending policy approval
<b>TOTAL Misc Expense</b>	<b>3,721.39</b>	<b>23,650.00</b>	<b>51.59</b>	<b>123.51</b>			
<b>TOTAL EXPENSES</b>	<b>18,706.50</b>	<b>39,913.00</b>	<b>797.87</b>	<b>2,070.91</b>			
<b>OVERALL TOTAL</b>	<b>1,714.77</b>	<b>7.00</b>	<b>1,352.13</b>	<b>2,748.85</b>			

Paypal Fees as of 06/01/17: 2.2% + .30 for online transactions. 2.7% per card swipe, 3.5% + .15 for manual key

**ATD Tulsa Chapter**  
**Statement of Financial Position as of 04/01/2019**

<b>Assets</b>		<b>Liabilities</b>	
Checking	\$ 12,252.60	Accounts Payable	\$ -
PayPal	\$ 8,901.67	Taxes Payable	\$ -
Cash		<b>Total Liabilities</b>	<u>\$ -</u>
Accounts Receivable	\$ 570.00	<b>Net Assets</b>	
(Less doubtful accounts)*	\$ -	Unrestricted Net Assets	\$ 21,724.27
		Temporarily Restricted Net Assets	\$ -
		Permanently Restricted Net Assets	\$ -
<b>Total Cash Assets</b>	<u>\$ 21,154.27</u>	<b>Total Net Assets</b>	<u>\$ 21,724.27</u>
<b>Total Assets</b>	<u>\$ 21,724.27</u>	<b>Total Liabilities Plus Net Assets</b>	<u>\$ 21,724.27</u>

\*Doubtful Accounts are greater than 90 days old with Unknown Status

Association for Talent Development Tulsa Chapter

2019 Budget/Income Statement (As of 04/01/2019)

Category Description	2018 Actuals	2019 Budget	03/01/19 - 03/31/19	2019 Year To Date	VARIANCE	Special Notes	FY19 Notes
<b>INCOME</b>							
ATD ChiP	1,237.27	500.00	0.00	69.76	-430.24	Total Rec'd in January 2019 = \$69.76	Variable - Using 2 year Average
Meeting Fees	8,130.00	7,920.00	650.00	2,740.00	-5,180.00		12 Meetings (see Meeting Income Worksheet)
Membership Dues	4,214.00	5,000.00	712.49	1,972.49	-3,027.51	\$200 via local, \$512.49 from ATD Corp	115 @ \$50 standard memberships; 6 @ \$25 student
Local Dues Received from ATD Website	0.00	0.00	0.00	0.00	0.00		
ATD Meeting Sponsorship	1,000.00	1,000.00	0.00	500.00	-500.00	Linda Jenkins (June, December 2019)	7 Regular Meeting Sponsorships (\$250 each)
ATD Newsletter Sponsorship	0.00	0.00	0.00	100.00	100.00		
Special Event - Training	5,840.00	3,000.00	990.00	1,790.00	-1,210.00	\$990 to Sexter Workshop	One Special Event
Special Event - State Conference	0.00	14,500.00	0.00	0.00	-14,500.00		
Special Event- State Conference Sponsorships	0.00	8,000.00	0.00	0.00	-8,000.00		
<b>TOTAL INCOME</b>	<b>20,421.27</b>	<b>39,920.00</b>	<b>2,352.49</b>	<b>7,172.25</b>			
<b>EXPENSES</b>							
<b>Board Expense</b>							
National ATD Dues	1,341.00	358.00	0.00	129.00	229.00		2 Dues paid as requested
Retreat	53.05	100.00	0.00	66.14	33.86	Walmart for Groceries	
ATD Leader's Conference	3,346.00	3,500.00	0.00	0.00	3,500.00		1 Registrations, 3 Hotel Rooms, 3 Airfares, & Meals - Note: Linda and Walt are planning to submit proposals to present workshops at ALC. Presenters receive free registration to ALC (\$150 each). If their proposals are accepted, propose to send them + 1 additional board member to ALC.
Treasurer Expense	347.70	400.00	0.00	1.00	399.00	Arvest Charge \$1.00	Stamps, Envelopes, Accounting Expenses
Annual Audit	0.00	1,000.00	0.00	0.00	1,000.00		Annual Financial Audit
<b>TOTAL Board Expense</b>	<b>5,087.75</b>	<b>5,358.00</b>	<b>0.00</b>	<b>196.14</b>			
<b>Communications Expense</b>							
GoDaddy Domains	80.68	100.00	0.00	0.00	100.00		Web Domains (Annual Expense)
Go Daddy Standard SSL	0.00	0.00	0.00	0.00	0.00		Next Due 03/17/19 (\$140)
Go Daddy Email	501.48	525.00	0.00	0.00	525.00		New Email Purchase (\$501.48 renew 2018, 2021; \$120 renew 2020)
Wild Apricot Web Site	1,536.00	1,600.00	0.00	0.00	1,600.00		Annual Expense - Next Due 04/27/18
Survey Monkey	408.00	425.00	0.00	408.00	17.00		Approved expense up to \$425.00 (annual)
PO Box Subscription	70.00	75.00	0.00	80.00	-5.00		Annual Expense - Due Each February
Marketing	0.00	250.00	0.00	0.00	250.00		Printing / Mailing Costs for Special Meeting or Communication
<b>TOTAL Communications Expense</b>	<b>2,596.16</b>	<b>2,975.00</b>	<b>0.00</b>	<b>488.00</b>			
<b>Meeting Expense</b>							
Facility Charge	915.00	870.00	0.00	70.00	800.00		10 @ \$70 (OSU in Room 140); 2 @ 85 (OSU in BS Roberts Room)
Meals-Food	5,981.58	5,200.00	428.02	1,621.28	3,578.72	\$1010 Received - \$596.98 Food - \$70 Room Charge = \$343.02	384 (32 attend/month avg.) @ \$17/month average (+20 attend for special event + \$500)
ATD December Special Program	0.00	0.00	0.00	0.00	0.00		Moved to Recognition Items
Recognition Items	246.02	750.00	0.00	0.00	750.00		See separate "Recognition Items Budget" tab for breakdown
<b>TOTAL Meeting Expense</b>	<b>7,142.60</b>	<b>6,820.00</b>	<b>428.02</b>	<b>1,691.28</b>			
<b>Membership Expense</b>							
New Member Marketing	0.00	450.00	0.00	0.00	450.00		New Member Welcome Kits
New Member Appreciation	158.60	660.00	0.00	0.00	660.00		(40@16.50) New Member Lunches
<b>TOTAL Membership Expense</b>	<b>158.60</b>	<b>1,110.00</b>					
<b>Misc. Expenses</b>							
Paypal Expense	490.86	850.00	47.41	170.92	679.08		High in 2017 due to conference
Oklahoma ATD State Conference	1,000.00	20,000.00	0.00	0.00	20,000.00		In-Kind Sponsorship to OKC State Conference Note: Gentleperson's agreement to provide host chapter with \$1,000 "sponsorship" check
Other Special Event Expense	1,237.98	1,500.00	0.00	0.00	1,500.00		Moved to "Recognition Items" under "Meeting Expense" above
Insurance	992.55	1,300.00	460.24	460.24	839.76	\$460.24 to Lockton	Due March (Note: In 2017 paid: \$460.12 to Willis of MD, and \$500 to Hartford)
Scholarship Program (pending approval)	0.00	0.00	0.00	0.00	0.00		Scholarship Program pending policy approval
<b>TOTAL Misc Expense</b>	<b>3,721.39</b>	<b>23,650.00</b>	<b>507.65</b>	<b>631.16</b>			
<b>TOTAL EXPENSES</b>	<b>18,706.50</b>	<b>39,913.00</b>	<b>935.67</b>	<b>3,006.58</b>			
<b>OVERALL TOTAL</b>	<b>1,714.77</b>	<b>7.00</b>	<b>1,416.82</b>	<b>4,165.67</b>			

Paypal Fees as of 06/01/17: 2.2% + .30 for online transactions. 2.7% per card swipe, 3.5% + .15 for manual key

**ATD Tulsa Chapter  
Statement of Financial Position as of 05/01/2019**

<b>Assets</b>		<b>Liabilities</b>	
Checking	\$ 19,278.42	Accounts Payable	\$ -
PayPal	\$ 1,000.00	Taxes Payable	\$ -
Cash	\$ 400.00	<b>Total Liabilities</b>	<u>\$ -</u>
Accounts Receivable	\$ 570.00	<b>Net Assets</b>	
(Less doubtful accounts)*	\$ -	Unrestricted Net Assets	\$ 21,248.42
		Temporarily Restricted Net Assets	\$ -
		Permanently Restricted Net Assets	\$ -
<b>Total Cash Assets</b>	<u>\$ 20,678.42</u>	<b>Total Net Assets</b>	<u>\$ 21,248.42</u>
<b>Total Assets</b>	<u>\$ 21,248.42</u>	<b>Total Liabilities Plus Net Assets</b>	<u>\$ 21,248.42</u>

\*Doubtful Accounts are greater than 90 days old with Unknown Status

NOTE: All payments accepted through Affinipay on Wild Apricot as of April 2019. Paypal is used for backup.

Association for Talent Development Tulsa Chapter

2019 Budget/Income Statement (As of 05/01/2019)

Category Description	2018 Actuals	2019 Budget	04/01/19 - 04/30/19	2019 Year To Date	VARIANCE	Special Notes	FY19 Notes
<b>INCOME</b>							
ATD ChiP	1,237.27	500.00	63.00	132.76	-367.24	\$3.00 in purchases, \$60 in new / renewed memberships	Variable - Using 2 year Average
Meeting Fees	8,130.00	7,920.00	420.00	3,160.00	-4,760.00		12 Meetings (see Meeting Income Worksheet)
Membership Dues	4,214.00	5,000.00	659.00	2,631.49	-2,368.51	\$200 via local, \$512.49 from ATD Corp	115 @ \$50 standard memberships; 6 @ \$25 student
Local Dues Received from ATD Website	0.00	0.00	0.00	0.00	0.00		
ATD Meeting Sponsorship	1,000.00	1,000.00	0.00	500.00	-500.00	Linda Jenkins (June, December 2019)	7 Regular Meeting Sponsorships (\$250 each)
ATD Newsletter Sponsorship	0.00	0.00	0.00	100.00	100.00		
Special Event - Training	5,840.00	3,000.00	1,050.00	2,840.00	-160.00	\$1050 to Sexter	One Special Event
Special Event - State Conference	0.00	14,500.00	0.00	0.00	-14,500.00		
Special Event- State Conference Sponsorships	0.00	8,000.00	0.00	0.00	-8,000.00		
<b>TOTAL INCOME</b>	<b>20,421.27</b>	<b>39,920.00</b>	<b>2,192.00</b>	<b>9,364.25</b>			
<b>EXPENSES</b>							
<b>Board Expense</b>							
National ATD Dues	1,341.00	358.00	0.00	129.00	229.00		2 Dues paid as requested
Retreat	53.05	100.00	0.00	66.14	33.86	Walmart for Groceries	
ATD Leader's Conference	3,346.00	3,500.00	0.00	0.00	3,500.00		1 Registrations, 3 Hotel Rooms, 3 Airfares, & Meals - Note: Linda and Walt are planning to submit proposals to present workshops at ALC. Presenters receive free registration to ALC (\$150 each). If their proposals are accepted, propose to send them + 1 additional board member to ALC.
Treasurer Expense	347.70	400.00	0.00	1.00	399.00	Arvest Charge \$1.00	Stamps, Envelopes, Accounting Expenses
Annual Audit	0.00	1,000.00	0.00	0.00	1,000.00		Annual Financial Audit
<b>TOTAL Board Expense</b>	<b>5,087.75</b>	<b>5,358.00</b>	<b>0.00</b>	<b>196.14</b>			
<b>Communications Expense</b>							
GoDaddy Domains	80.68	100.00	0.00	0.00	100.00		Web Domains (Annual Expense)
Go Daddy Standard SSL	0.00	0.00	0.00	0.00	0.00		Next Due 03/17/19 (\$140)
Go Daddy Email	501.48	525.00	0.00	0.00	525.00		New Email Purchase (\$501.48 renew 2018, 2021; \$120 renew 2020)
Wild Apricot Web Site	1,536.00	1,600.00	0.00	0.00	1,600.00		Annual Expense - Next Due 04/27/18
Survey Monkey	408.00	425.00	0.00	408.00	17.00		Approved expense up to \$425.00 (annual)
PO Box Subscription	70.00	75.00	0.00	80.00	-5.00		Annual Expense - Due Each February
Marketing	0.00	250.00	0.00	0.00	250.00		Printing / Mailing Costs for Special Meeting or Communcation
<b>TOTAL Communications Expense</b>	<b>2,596.16</b>	<b>2,975.00</b>	<b>0.00</b>	<b>488.00</b>			
<b>Meeting Expense</b>							
Facility Charge	915.00	870.00	0.00	70.00	800.00		10 @ \$70 (OSU in Room 140); 2 @ 85 (OSU in BS Roberts Room)
Meals-Food	5,981.58	5,200.00	419.35	2,040.63	3,159.37		384 (32 attend/month avg.) @ \$17/month average (+20 attend for special event + \$500)
ATD December Special Program	0.00	0.00	0.00	0.00	0.00		Moved to Recognition Items
Recognition Items	246.02	750.00	0.00	0.00	750.00		See separate "Recognition Items Budget" tab for breakdown
<b>TOTAL Meeting Expense</b>	<b>7,142.60</b>	<b>6,820.00</b>	<b>419.35</b>	<b>2,110.63</b>			
<b>Membership Expense</b>							
New Member Marketing	0.00	450.00	0.00	0.00	450.00		New Member Welcome Kits
New Member Appreciation	158.60	660.00	0.00	0.00	660.00		(40@16.50) New Member Lunches
<b>TOTAL Membership Expense</b>	<b>158.60</b>	<b>1,110.00</b>					
<b>Misc. Expenses</b>							
Paypal Expense	490.86	850.00	3.50	174.42	675.58	Affinipay - \$3.50	High in 2017 due to conference
Oklahoma ATD State Conference	1,000.00	20,000.00	1,250.00	1,250.00	18,750.00	Bob Pike - \$1250	In-Kind Sponsorship to OKC State Conference Note: Gentleperson's agreement to provide host chapter with \$1,000 "sponsorship" check
Other Special Event Expense	1,237.98	1,500.00	270.00	270.00	1,230.00	\$270 to Ted's Escondido for Sexter Program Lunch	Moved to "Recognition Items" under "Meeting Expense" above
Insurance	992.55	1,300.00	525.00	985.24	314.76	\$525 to Hartford	Due March (Note: In 2017 paid: \$460.12 to Willis of MD, and \$500 to Hartford)
Scholarship Program (pending approval)	0.00	0.00	0.00	0.00	0.00		Scholarship Program pending policy approval
<b>TOTAL Misc Expense</b>	<b>3,721.39</b>	<b>23,650.00</b>	<b>2,048.50</b>	<b>2,679.66</b>			
<b>TOTAL EXPENSES</b>	<b>18,706.50</b>	<b>39,913.00</b>	<b>2,467.85</b>	<b>5,474.43</b>			
<b>OVERALL TOTAL</b>	<b>1,714.77</b>	<b>7.00</b>	<b>-275.85</b>	<b>3,889.82</b>			

Paypal Fees as of 06/01/17: 2.2% + .30 for online transactions. 2.7% per card swipe, 3.5% + .15 for manual key

**ATD Tulsa Chapter  
Statement of Financial Position as of 06/01/2019**

<b>Assets</b>		<b>Liabilities</b>	
Checking	\$ 18,114.47	Accounts Payable	\$ -
PayPal	\$ 1,038.30	Taxes Payable	\$ -
Cash	\$ 400.00	<b>Total Liabilities</b>	<u>\$ -</u>
Accounts Receivable	\$ 1,205.00	<b>Net Assets</b>	
(Less doubtful accounts)*	\$ 455.00	Unrestricted Net Assets	\$ 21,212.77
		Temporarily Restricted Net Assets	\$ -
		Permanently Restricted Net Assets	\$ -
<b>Total Cash Assets</b>	<u>\$ 19,552.77</u>	<b>Total Net Assets</b>	<u>\$ 21,212.77</u>
<b>Total Assets</b>	<u>\$ 21,212.77</u>	<b>Total Liabilities Plus Net Assets</b>	<u>\$ 21,212.77</u>

\*Doubtful Accounts are greater than 90 days old with Unknown Status

NOTE: All payments accepted through Affinipay on Wild Apricot as of April 2019. Paypal is used for backup.



Association for Talent Development Tulsa Chapter

2019 Budget/Income Statement (As of 06/01/2019)

Category Description	2018 Actuals	2019 Budget	05/01/19 - 05/31/19	2019 Year To Date	VARIANCE	Special Notes	FY19 Notes
<b>INCOME</b>							
ATD ChiP	1,237.27	500.00	0.00	132.76	-367.24	\$3.00 in purchases, \$60 in new / renewed memberships	Variable - Using 2 year Average
Meeting Fees	8,130.00	7,920.00	430.00	3,590.00	-4,330.00		12 Meetings (see Meeting Income Worksheet)
Membership Dues	4,214.00	5,000.00	-9.00	2,622.49	-2,377.51	\$150 rec'd local, \$100 from ATD Corp, \$259 refund for C. Martin-Smith	115 @ \$50 standard memberships; 6 @ \$25 student
Local Dues Received from ATD Website	0.00	0.00	0.00	0.00	0.00		
ATD Meeting Sponsorship	1,000.00	1,000.00	250.00	750.00	-250.00	\$250 Persimmon Group	7 Regular Meeting Sponsorships (\$250 each)
ATD Newsletter Sponsorship	0.00	0.00	0.00	100.00	100.00		
Special Event - Training	5,840.00	3,000.00	0.00	2,840.00	-160.00	\$1050 to Sexter	One Special Event
Special Event - State Conference	0.00	14,500.00	0.00	0.00	-14,500.00		
Special Event- State Conference Sponsorships	0.00	8,000.00	0.00	0.00	-8,000.00		
<b>TOTAL INCOME</b>	<b>20,421.27</b>	<b>39,920.00</b>	<b>671.00</b>	<b>10,035.25</b>			
<b>EXPENSES</b>							
<b>Board Expense</b>							
National ATD Dues	1,341.00	358.00	0.00	129.00	229.00		2 Dues paid as requested
Retreat	53.05	100.00	0.00	66.14	33.86	Walmart for Groceries	
ATD Leader's Conference	3,346.00	3,500.00	0.00	0.00	3,500.00		1 Registrations, 3 Hotel Rooms, 3 Airfares, & Meals - Note: Linda and Walt are planning to submit proposals to present workshops at ALC. Presenters receive free registration to ALC (\$150 each). If their proposals are accepted, propose to send them + 1 additional board member to ALC.
Treasurer Expense	347.70	400.00	0.00	1.00	399.00	Arvest Charge \$1.00	Stamps, Envelopes, Accounting Expenses
Annual Audit	0.00	1,000.00	0.00	0.00	1,000.00		Annual Financial Audit
<b>TOTAL Board Expense</b>	<b>5,087.75</b>	<b>5,358.00</b>	<b>0.00</b>	<b>196.14</b>			
<b>Communications Expense</b>							
GoDaddy Domains	80.68	100.00	0.00	0.00	100.00		Web Domains (Annual Expense)
Go Daddy Standard SSL	0.00	0.00	0.00	0.00	0.00		Next Due 03/17/19 (\$140)
Go Daddy Email	501.48	525.00	0.00	0.00	525.00		New Email Purchase (\$501.48 renew 2018, 2021; \$120 renew 2020)
Wild Apricot Web Site	1,536.00	1,600.00	0.00	0.00	1,600.00		Annual Expense - Next Due 04/27/18
Survey Monkey	408.00	425.00	0.00	408.00	17.00		Approved expense up to \$425.00 (annual)
PO Box Subscription	70.00	75.00	0.00	80.00	-5.00		Annual Expense - Due Each February
Marketing	0.00	250.00	0.00	0.00	250.00		Printing / Mailing Costs for Special Meeting or Communcation
<b>TOTAL Communications Expense</b>	<b>2,596.16</b>	<b>2,975.00</b>	<b>0.00</b>	<b>488.00</b>			
<b>Meeting Expense</b>							
Facility Charge	915.00	870.00	0.00	70.00	800.00		10 @ \$70 (OSU in Room 140); 2 @ 85 (OSU in BS Roberts Room)
Meals-Food	5,981.58	5,200.00	370.64	2,411.27	2,788.73		384 (32 attend/month avg.) @ \$17/month average (+20 attend for special event + \$500)
ATD December Special Program	0.00	0.00	0.00	0.00	0.00		Moved to Recognition Items
Recognition Items	246.02	750.00	0.00	0.00	750.00		See separate "Recognition Items Budget" tab for breakdown
<b>TOTAL Meeting Expense</b>	<b>7,142.60</b>	<b>6,820.00</b>	<b>370.64</b>	<b>2,481.27</b>			
<b>Membership Expense</b>							
New Member Marketing	0.00	450.00	0.00	0.00	450.00		New Member Welcome Kits
New Member Appreciation	158.60	660.00	0.00	0.00	660.00		(40@16.50) New Member Lunches
<b>TOTAL Membership Expense</b>	<b>158.60</b>	<b>1,110.00</b>					
<b>Misc. Expenses</b>							
Paypal Expense	490.86	850.00	53.05	227.47	622.53	Aff - \$51.35 PP - \$1.70	High in 2017 due to conference
Oklahoma ATD State Conference	1,000.00	20,000.00	0.00	1,250.00	18,750.00	Bob Pike - \$1250	In-Kind Sponsorship to OKC State Conference Note: Gentleperson's agreement to provide host chapter with \$1,000 "sponsorship" check
Other Special Event Expense	1,237.98	1,500.00	1,412.96	1,682.96	-182.96	\$1412.96 to Kristine Sexter	Moved to "Recognition Items" under "Meeting Expense" above
Insurance	992.55	1,300.00	0.00	985.24	314.76	\$525 to Hartford	Due March (Note: In 2017 paid: \$460.12 to Willis of MD, and \$500 to Hartford)
Scholarship Program (pending approval)	0.00	0.00	0.00	0.00	0.00		Scholarship Program pending policy approval
<b>TOTAL Misc Expense</b>	<b>3,721.39</b>	<b>23,650.00</b>	<b>1,466.01</b>	<b>4,145.67</b>			
<b>TOTAL EXPENSES</b>	<b>18,706.50</b>	<b>39,913.00</b>	<b>1,836.65</b>	<b>7,311.08</b>			
<b>OVERALL TOTAL</b>	<b>1,714.77</b>	<b>7.00</b>	<b>-1,165.65</b>	<b>2,724.17</b>			

Paypal Fees as of 06/01/17: 2.2% + .30 for online transactions. 2.7% per card swipe, 3.5% + .15 for manual key

**ATD Tulsa Chapter  
Statement of Financial Position as of 07/01/2019**

<b>Assets</b>		<b>Liabilities</b>	
Checking	\$ 16,131.61	Accounts Payable	\$ -
PayPal	\$ 1,125.87	Taxes Payable	\$ -
Cash	\$ 400.00	<b>Total Liabilities</b>	<u>\$ -</u>
Accounts Receivable	\$ 1,205.00	<b>Net Assets</b>	
(Less doubtful accounts)*	\$ 455.00	Unrestricted Net Assets	\$ 19,317.48
		Temporarily Restricted Net Assets	\$ -
		Permanently Restricted Net Assets	\$ -
<b>Total Cash Assets</b>	<u>\$ 17,657.48</u>	<b>Total Net Assets</b>	<u>\$ 19,317.48</u>
<b>Total Assets</b>	<u>\$ 19,317.48</u>	<b>Total Liabilities Plus Net Assets</b>	<u>\$ 19,317.48</u>

\*Doubtful Accounts are greater than 90 days old with Unknown Status

NOTE: All payments accepted through Affinipay on Wild Apricot as of April 2019. Paypal is used for backup.

Association for Talent Development Tulsa Chapter

2019 Budget/Income Statement (As of 07/01/2019)

Category Description	2018 Actuals	2019 Budget	06/01/19 - 06/30/19	2019 Year To Date	VARIANCE	Special Notes	FY19 Notes
<b>INCOME</b>							
ATD ChiP	1,237.27	500.00	0.00	132.76	-367.24	\$3.00 in purchases, \$60 in new / renewed memberships	Variable - Using 2 year Average
Meeting Fees	8,130.00	7,920.00	480.00	4,070.00	-3,850.00		12 Meetings (see Meeting Income Worksheet)
Membership Dues	4,214.00	5,000.00	337.50	2,959.99	-2,040.01	\$250 rec'd local, \$87.50 from ATD Corp,	115 @ \$50 standard memberships; 6 @ \$25 student
Local Dues Received from ATD Website	0.00	0.00	0.00	0.00	0.00		
ATD Meeting Sponsorship	1,000.00	1,000.00	0.00	750.00	-250.00	\$250 Persimmon Group	7 Regular Meeting Sponsorships (\$250 each)
ATD Newsletter Sponsorship	0.00	0.00	0.00	100.00	100.00		
Special Event - Training	5,840.00	3,000.00	0.00	2,840.00	-160.00	\$1050 to Sexter	One Special Event
Special Event - State Conference	0.00	14,500.00	79.00	79.00	-14,421.00		
Special Event- State Conference Sponsorships	0.00	8,000.00	0.00	0.00	-8,000.00		
<b>TOTAL INCOME</b>	<b>20,421.27</b>	<b>39,920.00</b>	<b>896.50</b>	<b>10,931.75</b>			
<b>EXPENSES</b>							
<b>Board Expense</b>							
National ATD Dues	1,341.00	358.00	0.00	129.00	229.00		2 Dues paid as requested
Retreat	53.05	100.00	0.00	66.14	33.86	Walmart for Groceries	
ATD Leader's Conference	3,346.00	3,500.00	0.00	0.00	3,500.00		1 Registrations, 3 Hotel Rooms, 3 Airfares, & Meals - Note: Linda and Walt are planning to submit proposals to present workshops at ALC. Presenters receive free registration to ALC (\$150 each). If their proposals are accepted, propose to send them + 1 additional board member to ALC.
Treasurer Expense	347.70	400.00	0.00	1.00	399.00	Arvest Charge \$1.00	Stamps, Envelopes, Accounting Expenses
Annual Audit	0.00	1,000.00	0.00	0.00	1,000.00		Annual Financial Audit
<b>TOTAL Board Expense</b>	<b>5,087.75</b>	<b>5,358.00</b>	<b>0.00</b>	<b>196.14</b>			
<b>Communications Expense</b>							
GoDaddy Domains	80.68	100.00	0.00	0.00	100.00		Web Domains (Annual Expense)
Go Daddy Standard SSL	0.00	0.00	0.00	0.00	0.00		Next Due 03/17/19 (\$140)
Go Daddy Email	501.48	525.00	0.00	0.00	525.00		New Email Purchase (\$501.48 renew 2018, 2021; \$120 renew 2020)
Wild Apricot Web Site	1,536.00	1,600.00	1,536.00	1,536.00	64.00		Annual Expense - Next Due 04/27/18
Survey Monkey	408.00	425.00	0.00	408.00	17.00		Approved expense up to \$425.00 (annual)
PO Box Subscription	70.00	75.00	0.00	80.00	-5.00		Annual Expense - Due Each February
Marketing	0.00	250.00	0.00	0.00	250.00		Printing / Mailing Costs for Special Meeting or Communcation
<b>TOTAL Communications Expense</b>	<b>2,596.16</b>	<b>2,975.00</b>	<b>1,536.00</b>	<b>2,024.00</b>			
<b>Meeting Expense</b>							
Facility Charge	915.00	870.00	335.00	405.00	465.00		10 @ \$70 (OSU in Room 140); 2 @ 85 (OSU in BS Roberts Room)
Meals-Food	5,981.58	5,200.00	474.52	2,885.79	2,314.21		384 (32 attend/month avg.) @ \$17/month average (+20 attend for special event + \$500)
ATD December Special Program	0.00	0.00	0.00	0.00	0.00		Moved to Recognition Items
Recognition Items	246.02	750.00	344.08	344.08	405.92	\$344.08 to Stacy Davis	See separate "Recognition Items Budget" tab for breakdown
<b>TOTAL Meeting Expense</b>	<b>7,142.60</b>	<b>6,820.00</b>	<b>1,153.60</b>	<b>3,634.87</b>			
<b>Membership Expense</b>							
New Member Marketing	0.00	450.00	0.00	0.00	450.00		New Member Welcome Kits
New Member Appreciation	158.60	660.00	0.00	0.00	660.00		(40@16.50) New Member Lunches
<b>TOTAL Membership Expense</b>	<b>158.60</b>	<b>1,110.00</b>					
<b>Misc. Expenses</b>							
Paypal Expense	490.86	850.00	33.19	260.66	589.34	Aff - \$30.76 PP - \$2.43	High in 2017 due to conference
Oklahoma ATD State Conference	1,000.00	20,000.00	0.00	1,250.00	18,750.00	Bob Pike - \$1250	In-Kind Sponsorship to OKC State Conference Note: Gentleperson's agreement to provide host chapter with \$1,000 "sponsorship" check
Other Special Event Expense	1,237.98	1,500.00	0.00	1,682.96	-182.96	\$1412.96 to Kristine Sexter	Moved to "Recognition Items" under "Meeting Expense" above
Insurance	992.55	1,300.00	0.00	985.24	314.76	\$525 to Hartford	Due March (Note: In 2017 paid: \$460.12 to Willis of MD, and \$500 to Hartford)
Scholarship Program (pending approval)	0.00	0.00	0.00	0.00	0.00		Scholarship Program pending policy approval
<b>TOTAL Misc Expense</b>	<b>3,721.39</b>	<b>23,650.00</b>	<b>33.19</b>	<b>4,178.86</b>			
<b>TOTAL EXPENSES</b>	<b>18,706.50</b>	<b>39,913.00</b>	<b>2,722.79</b>	<b>10,033.87</b>			
<b>OVERALL TOTAL</b>	<b>1,714.77</b>	<b>7.00</b>	<b>-1,826.29</b>	<b>897.88</b>			

Paypal Fees as of 06/01/17: 2.2% + .30 for online transactions. 2.7% per card swipe, 3.5% + .15 for manual key

**ATD Tulsa Chapter  
Statement of Financial Position as of 08/01/2019**

<b>Assets</b>		<b>Liabilities</b>	
Checking	\$ 16,024.37	Accounts Payable	\$ -
PayPal	\$ 1,125.87	Taxes Payable	\$ -
Cash	\$ 400.00	<b>Total Liabilities</b>	<u>\$ -</u>
Accounts Receivable	\$ 1,205.00		
(Less doubtful accounts)*	\$ 455.00	<b>Net Assets</b>	Unrestricted Net Assets
			\$ 19,210.24
			Temporarily Restricted Net Assets
			\$ -
			Permanently Restricted Net Assets
			\$ -
<b>Total Cash Assets</b>	<u>\$ 17,550.24</u>	<b>Total Net Assets</b>	<u>\$ 19,210.24</u>
<b>Total Assets</b>	<u><u>\$ 19,210.24</u></u>	<b>Total Liabilities Plus Net Assets</b>	<u><u>\$ 19,210.24</u></u>

\*Doubtful Accounts are greater than 90 days old with Unknown Status

NOTE: All payments accepted through Affinipay on Wild Apricot as of April 2019. Paypal is used for backup.

Association for Talent Development Tulsa Chapter

2019 Budget/Income Statement (As of 08/01/2019)

Category Description	2018 Actuals	2019 Budget	07/01/19 - 07/31/19	2019 Year To Date	VARIANCE	Special Notes	FY19 Notes
<b>INCOME</b>							
ATD ChiP	1,237.27	500.00	62.15	194.91	-305.09	\$2.15 in purchases, \$60 in new / renewed memberships	Variable - Using 2 year Average
Meeting Fees	8,130.00	7,920.00	390.00	4,460.00	-3,460.00		12 Meetings (see Meeting Income Worksheet)
Membership Dues	4,214.00	5,000.00	400.00	3,359.99	-1,640.01	\$300 rec'd local, \$100 from ATD Corp,	115 @ \$50 standard memberships; 6 @ \$25 student
Local Dues Received from ATD Website	0.00	0.00	0.00	0.00	0.00		
ATD Meeting Sponsorship	1,000.00	1,000.00	0.00	750.00	-250.00	\$250 Persimmon Group	7 Regular Meeting Sponsorships (\$250 each)
ATD Newsletter Sponsorship	0.00	0.00	0.00	100.00	100.00		
Special Event - Training	5,840.00	3,000.00	10.00	2,850.00	-150.00	\$10 Networking Event	One Special Event
Special Event - State Conference	0.00	14,500.00	377.00	456.00	-14,044.00		
Special Event- State Conference Sponsorships	0.00	8,000.00	0.00	0.00	-8,000.00		
<b>TOTAL INCOME</b>	<b>20,421.27</b>	<b>39,920.00</b>	<b>1,239.15</b>	<b>12,170.90</b>			
<b>EXPENSES</b>							
<b>Board Expense</b>							
National ATD Dues	1,341.00	358.00	0.00	129.00	229.00		2 Dues paid as requested
Retreat	53.05	100.00	0.00	66.14	33.86	WalMart for Groceries	
ATD Leader's Conference	3,346.00	3,500.00	350.00	350.00	3,150.00	Registrations	1 Registrations, 3 Hotel Rooms, 3 Airfares, & Meals - Note: Linda and Walt are planning to submit proposals to present workshops at ALC. Presenters receive free registration to ALC (\$150 each). If their proposals are accepted, propose to send them + 1 additional board member to ALC.
Treasurer Expense	347.70	400.00	0.00	1.00	399.00	Arvest Charge \$1.00	Stamps, Envelopes, Accounting Expenses
Annual Audit	0.00	1,000.00	0.00	0.00	1,000.00		Annual Financial Audit
<b>TOTAL Board Expense</b>	<b>5,087.75</b>	<b>5,358.00</b>	<b>350.00</b>	<b>546.14</b>			
<b>Communications Expense</b>							
GoDaddy Domains	80.68	100.00	0.00	0.00	100.00		Web Domains (Annual Expense)
Go Daddy Standard SSL	0.00		0.00	0.00	0.00		Next Due 03/17/19 (\$140)
Go Daddy Email	501.48	525.00	0.00	0.00	525.00		New Email Purchase (\$501.48 renew 2018, 2021; \$120 renew 2020)
Wild Apricot Web Site	1,536.00	1,600.00	0.00	1,536.00	64.00		Annual Expense - Next Due 04/27/18
Survey Monkey	408.00	425.00	0.00	408.00	17.00		Approved expense up to \$425.00 (annual)
PO Box Subscription	70.00	75.00	0.00	80.00	-5.00		Annual Expense - Due Each February
Marketing	0.00	250.00	0.00	0.00	250.00		Printing / Mailing Costs for Special Meeting or Communication
<b>TOTAL Communications Expense</b>	<b>2,596.16</b>	<b>2,975.00</b>	<b>0.00</b>	<b>2,024.00</b>			
<b>Meeting Expense</b>							
Facility Charge	915.00	870.00	185.00	590.00	280.00		10 @ \$70 (OSU in Room 140); 2 @ 85 (OSU in BS Roberts Room)
Meals-Food	5,981.58	5,200.00	269.72	3,155.51	2,044.49		384 (32 attend/month avg.) @ \$17/month average (+20 attend for special event + \$500)
ATD December Special Program	0.00	0.00	0.00	0.00	0.00		Moved to Recognition Items
Recognition Items	246.02	750.00	0.00	344.08	405.92	\$344.08 to Stacy Davis	See separate "Recognition Items Budget" tab for breakdown
<b>TOTAL Meeting Expense</b>	<b>7,142.60</b>	<b>6,820.00</b>	<b>454.72</b>	<b>4,089.59</b>			
<b>Membership Expense</b>							
New Member Marketing	0.00	450.00	0.00	0.00	450.00		New Member Welcome Kits
New Member Appreciation	158.60	660.00	0.00	0.00	660.00		(40@16.50) New Member Lunches
<b>TOTAL Membership Expense</b>	<b>158.60</b>	<b>1,110.00</b>					
<b>Misc. Expenses</b>							
Paypal Expense	490.86	850.00	34.67	295.33	554.67	Aff - \$30.76 PP - \$2.43	High in 2017 due to conference
Oklahoma ATD State Conference	1,000.00	20,000.00	0.00	1,250.00	18,750.00	Bob Pike - \$1250	In-Kind Sponsorship to OKC State Conference Note: Gentlepersion's agreement to provide host chapter with \$1,000 "sponsorship" check
Other Special Event Expense	1,237.98	1,500.00	0.00	1,682.96	-182.96	\$1412.96 to Kristine Sexter	Moved to "Recognition Items" under "Meeting Expense" above
Insurance	992.55	1,300.00	0.00	985.24	314.76	\$525 to Hartford	Due March (Note: In 2017 paid: \$460.12 to Willis of MD, and \$500 to Hartford)
Scholarship Program (pending approval)	0.00	0.00	0.00	0.00	0.00		Scholarship Program pending policy approval
<b>TOTAL Misc Expense</b>	<b>3,721.39</b>	<b>23,650.00</b>	<b>34.67</b>	<b>4,213.53</b>			
<b>TOTAL EXPENSES</b>	<b>18,706.50</b>	<b>39,913.00</b>	<b>839.39</b>	<b>10,873.26</b>			
<b>OVERALL TOTAL</b>	<b>1,714.77</b>	<b>7.00</b>	<b>399.76</b>	<b>1,297.64</b>			

Paypal Fees as of 06/01/17: 2.2% + .30 for online transactions. 2.7% per card swipe, 3.5% + .15 for manual key

**ATD Tulsa Chapter  
Statement of Financial Position as of 09/01/2019**

<b>Assets</b>		<b>Liabilities</b>	
Checking	\$ 18,888.48	Accounts Payable	\$ -
PayPal	\$ 1,222.78	Taxes Payable	\$ -
Cash	\$ 400.00	<b>Total Liabilities</b>	<u>\$ -</u>
Accounts Receivable	\$ 1,299.00	<b>Net Assets</b>	
(Less doubtful accounts)*	\$ 915.00	Unrestricted Net Assets	\$ 22,725.26
		Temporarily Restricted Net Assets	\$ -
		Permanently Restricted Net Assets	\$ -
<b>Total Cash Assets</b>	<u>\$ 20,511.26</u>	<b>Total Net Assets</b>	<u>\$ 22,725.26</u>
<b>Total Assets</b>	<u>\$ 22,725.26</u>	<b>Total Liabilities Plus Net Assets</b>	<u>\$ 22,725.26</u>

\*Doubtful Accounts are greater than 90 days old with Unknown Status

NOTE: All payments accepted through Affinipay on Wild Apricot as of April 2019. Paypal is used for backup.

Association for Talent Development Tulsa Chapter

2019 Budget/Income Statement (As of 09/01/2019)

Category Description	2018 Actuals	2019 Budget	08/01/19 - 08/31/19	2019 Year To Date	VARIANCE	Special Notes	FY19 Notes
<b>INCOME</b>							
ATD ChiP	1,237.27	500.00	0.00	194.91	-305.09	\$2.15 in purchases, \$60 in new / renewed memberships	Variable - Using 2 year Average
Meeting Fees	8,130.00	7,920.00	620.00	5,080.00	-2,840.00		12 Meetings (see Meeting Income Worksheet)
Membership Dues	4,214.00	5,000.00	500.00	3,859.99	-1,140.01	\$175 rec'd local, \$325 from ATD Corp,	115 @ \$50 standard memberships; 6 @ \$25 student
Local Dues Received from ATD Website	0.00	0.00	0.00	0.00	0.00		
ATD Meeting Sponsorship	1,000.00	1,000.00	0.00	750.00	-250.00	\$250 Persimmon Group	7 Regular Meeting Sponsorships (\$250 each)
ATD Newsletter Sponsorship	0.00	0.00	0.00	100.00	100.00		
Special Event - Training	5,840.00	3,000.00	40.00	2,890.00	-110.00	\$40 Networking Event	One Special Event
Special Event - State Conference	0.00	14,500.00	2,731.00	3,187.00	-11,313.00		
Special Event- State Conference Sponsorships	0.00	8,000.00	0.00	0.00	-8,000.00		
<b>TOTAL INCOME</b>	<b>20,421.27</b>	<b>39,920.00</b>	<b>3,891.00</b>	<b>16,061.90</b>			
<b>EXPENSES</b>							
<b>Board Expense</b>							
National ATD Dues	1,341.00	358.00	0.00	129.00	229.00		2 Dues paid as requested
Retreat	53.05	100.00	0.00	66.14	33.86	Walmart for Groceries	
ATD Leader's Conference	3,346.00	3,500.00	0.00	350.00	3,150.00	Registrations	1 Registrations, 3 Hotel Rooms, 3 Airfares, & Meals - Note: Linda and Walt are planning to submit proposals to present workshops at ALC. Presenters receive free registration to ALC (\$150 each). If their proposals are accepted, propose to send them + 1 additional board member to ALC.
Treasurer Expense	347.70	400.00	0.50	1.50	398.50	Arvest Charge \$.50	Stamps, Envelopes, Accounting Expenses
Annual Audit	0.00	1,000.00	0.00	0.00	1,000.00		Annual Financial Audit
<b>TOTAL Board Expense</b>	<b>5,087.75</b>	<b>5,358.00</b>	<b>0.50</b>	<b>546.64</b>			
<b>Communications Expense</b>							
GoDaddy Domains	80.68	100.00	0.00	0.00	100.00		Web Domains (Annual Expense)
Go Daddy Standard SSL	0.00	0.00	0.00	0.00	0.00		Next Due 03/17/19 (\$140)
Go Daddy Email	501.48	525.00	0.00	0.00	525.00		New Email Purchase (\$501.48 renew 2018, 2021; \$120 renew 2020)
Wild Apricot Web Site	1,536.00	1,600.00	0.00	1,536.00	64.00		Annual Expense - Next Due 04/27/18
Survey Monkey	408.00	425.00	0.00	408.00	17.00		Approved expense up to \$425.00 (annual)
PO Box Subscription	70.00	75.00	0.00	80.00	-5.00		Annual Expense - Due Each February
Marketing	0.00	250.00	0.00	0.00	250.00		Printing / Mailing Costs for Special Meeting or Communcation
<b>TOTAL Communications Expense</b>	<b>2,596.16</b>	<b>2,975.00</b>	<b>0.00</b>	<b>2,024.00</b>			
<b>Meeting Expense</b>							
Facility Charge	915.00	870.00	0.00	590.00	280.00		10 @ \$70 (OSU in Room 140); 2 @ 85 (OSU in BS Roberts Room)
Meals-Food	5,981.58	5,200.00	311.84	3,467.35	1,732.65		384 (32 attend/month avg.) @ \$17/month average (+20 attend for special event + \$500)
ATD December Special Program	0.00	0.00	0.00	0.00	0.00		Moved to Recognition Items
Recognition Items	246.02	750.00	0.00	344.08	405.92	\$344.08 to Stacy Davis	See separate "Recognition Items Budget" tab for breakdown
<b>TOTAL Meeting Expense</b>	<b>7,142.60</b>	<b>6,820.00</b>	<b>311.84</b>	<b>4,401.43</b>			
<b>Membership Expense</b>							
New Member Marketing	0.00	450.00	0.00	0.00	450.00		New Member Welcome Kits
New Member Appreciation	158.60	660.00	0.00	0.00	660.00		(40@16.50) New Member Lunches
<b>TOTAL Membership Expense</b>	<b>158.60</b>	<b>1,110.00</b>					
<b>Misc. Expenses</b>							
Paypal Expense	490.86	850.00	26.98	322.31	527.69	Aff - \$23.89 PP - \$3.09	High in 2017 due to conference
Oklahoma ATD State Conference	1,000.00	20,000.00	500.00	1,750.00	18,250.00	Crowne Plaza Deposit \$500	In-Kind Sponsorship to OKC State Conference Note: Gentleperson's agreement to provide host chapter with \$1,000 "sponsorship" check
Other Special Event Expense	1,237.98	1,500.00	215.66	1,898.62	-398.62	\$215.66 to Ashley Whitfield - Networking Expense	Moved to "Recognition Items" under "Meeting Expense" above
Insurance	992.55	1,300.00	0.00	985.24	314.76	\$525 to Hartford	Due March (Note: In 2017 paid: \$460.12 to Willis of MD, and \$500 to Hartford)
Scholarship Program (pending approval)	0.00	0.00	0.00	0.00	0.00		Scholarship Program pending policy approval
<b>TOTAL Misc Expense</b>	<b>3,721.39</b>	<b>23,650.00</b>	<b>742.64</b>	<b>4,956.17</b>			
<b>TOTAL EXPENSES</b>	<b>18,706.50</b>	<b>39,913.00</b>	<b>1,054.98</b>	<b>11,928.24</b>			
<b>OVERALL TOTAL</b>	<b>1,714.77</b>	<b>7.00</b>	<b>2,836.02</b>	<b>4,133.66</b>			

Paypal Fees as of 06/01/17: 2.2% + .30 for online transactions. 2.7% per card swipe, 3.5% + .15 for manual key

**ATD Tulsa Chapter  
Statement of Financial Position as of 09/01/2019**

<b>Assets</b>		<b>Liabilities</b>	
Checking	\$ 25,361.66	Accounts Payable	\$ -
PayPal	\$ 1,222.78	Taxes Payable	\$ -
Cash	\$ 440.00	<b>Total Liabilities</b>	<u>\$ -</u>
Accounts Receivable	\$ 1,299.00	<b>Net Assets</b>	
(Less doubtful accounts)*	\$ 895.00	Unrestricted Net Assets	\$ 29,218.44
		Temporarily Restricted Net Assets	\$ -
		Permanently Restricted Net Assets	\$ -
<b>Total Cash Assets</b>	<u>\$ 27,024.44</u>	<b>Total Net Assets</b>	<u>\$ 29,218.44</u>
<b>Total Assets</b>	<u>\$ 29,218.44</u>	<b>Total Liabilities Plus Net Assets</b>	<u>\$ 29,218.44</u>

\*Doubtful Accounts are greater than 90 days old with Unknown Status

NOTE: All payments accepted through Affinipay on Wild Apricot as of April 2019. Paypal is used for backup.



Association for Talent Development Tulsa Chapter

2019 Budget/Income Statement (As of 09/01/2019)

Category Description	2018 Actuals	2019 Budget	09/01/19 - 09/30/19	2019 Year To Date	VARIANCE	Special Notes	FY19 Notes
<b>INCOME</b>							
ATD ChiP	1,237.27	500.00	0.00	194.91	-305.09		Variable - Using 2 year Average
Meeting Fees	8,130.00	7,920.00	580.00	5,660.00	-2,260.00		12 Meetings (see Meeting Income Worksheet)
Membership Dues	4,214.00	5,000.00	941.67	4,801.66	-198.34	\$500 rec'd local, \$441.67 from ATD Corp,	115 @ \$50 standard memberships; 6 @ \$25 student
Local Dues Received from ATD Website	0.00	0.00	0.00	0.00	0.00		
ATD Meeting Sponsorship	1,000.00	1,000.00	0.00	750.00	-250.00		7 Regular Meeting Sponsorships (\$250 each)
ATD Newsletter Sponsorship	0.00	0.00	0.00	100.00	100.00		
Special Event - Training	5,840.00	3,000.00	0.00	2,890.00	-110.00		One Special Event
Special Event - State Conference	0.00	14,500.00	6,848.00	10,035.00	-4,465.00	\$395 Pre Conference, \$6453 State Conference	
Special Event- State Conference Sponsorships	0.00	8,000.00	1,000.00	1,000.00	-7,000.00	OKC Chapter \$1000	
<b>TOTAL INCOME</b>	<b>20,421.27</b>	<b>39,920.00</b>	<b>9,369.67</b>	<b>25,431.57</b>			
<b>EXPENSES</b>							
<b>Board Expense</b>							
National ATD Dues	1,341.00	358.00	0.00	129.00	229.00		2 Dues paid as requested
Retreat	53.05	100.00	0.00	66.14	33.86	WalMart for Groceries	
ATD Leader's Conference	3,346.00	3,500.00	960.01	1,310.01	2,189.99	Airfare	1 Registrations, 3 Hotel Rooms, 3 Airfares, & Meals - Note: Linda and Walt are planning to submit proposals to present workshops at ALC. Presenters receive free registration to ALC (\$150 each). If their proposals are accepted, propose to send them + 1 additional board member to ALC.
Treasurer Expense	347.70	400.00	0.00	1.50	398.50	Arvest Charge \$.50	Stamps, Envelopes, Accounting Expenses
Annual Audit	0.00	1,000.00	0.00	0.00	1,000.00		Annual Financial Audit
<b>TOTAL Board Expense</b>	<b>5,087.75</b>	<b>5,358.00</b>	<b>960.01</b>	<b>1,506.65</b>			
<b>Communications Expense</b>							
GoDaddy Domains	80.68	100.00	0.00	0.00	100.00		Web Domains (Annual Expense)
Go Daddy Standard SSL	0.00	0.00	0.00	0.00	0.00		Next Due 03/17/19 (\$140)
Go Daddy Email	501.48	525.00	0.00	0.00	525.00		New Email Purchase (\$501.48 renew 2018, 2021; \$120 renew 2020)
Wild Apricot Web Site	1,536.00	1,600.00	0.00	1,536.00	64.00		Annual Expense - Next Due 04/27/18
Survey Monkey	408.00	425.00	0.00	408.00	17.00		Approved expense up to \$425.00 (annual)
PO Box Subscription	70.00	75.00	0.00	80.00	-5.00		Annual Expense - Due Each February
Marketing	0.00	250.00	0.00	0.00	250.00		Printing / Mailing Costs for Special Meeting or Communcation
<b>TOTAL Communications Expense</b>	<b>2,596.16</b>	<b>2,975.00</b>	<b>0.00</b>	<b>2,024.00</b>			
<b>Meeting Expense</b>							
Facility Charge	915.00	870.00	0.00	590.00	280.00		10 @ \$70 (OSU in Room 140); 2 @ 85 (OSU in BS Roberts Room)
Meals-Food	5,981.58	5,200.00	487.93	3,955.28	1,244.72	\$452.53 Tiamo; \$35.70 Additional Expenses to Cathy Fox	384 (32 attend/month avg.) @ \$17/month average (+20 attend for special event + \$500)
ATD December Special Program	0.00	0.00	0.00	0.00	0.00		Moved to Recognition Items
Recognition Items	246.02	750.00	0.00	344.08	405.92	\$344.08 to Stacy Davis	See separate "Recognition Items Budget" tab for breakdown
<b>TOTAL Meeting Expense</b>	<b>7,142.60</b>	<b>6,820.00</b>	<b>487.93</b>	<b>4,889.36</b>			
<b>Membership Expense</b>							
New Member Marketing	0.00	450.00	0.00	0.00	450.00		New Member Welcome Kits
New Member Appreciation	158.60	660.00	0.00	0.00	660.00		(40@16.50) New Member Lunches
<b>TOTAL Membership Expense</b>	<b>158.60</b>	<b>1,110.00</b>					
<b>Misc. Expenses</b>							
Paypal Expense	490.86	850.00	117.05	439.36	410.64	\$117.05 Affinipay	High in 2017 due to conference
Oklahoma ATD State Conference	1,000.00	20,000.00	0.00	1,750.00	18,250.00	Crowne Plaza Deposit \$500	In-Kind Sponsorship to OKC State Conference Note: Gentlepersion's agreement to provide host chapter with \$1,000 "sponsorship" check
Other Special Event Expense	1,237.98	1,500.00	0.00	1,898.62	-398.62	\$215.66 to Ashley Whitfield - Networking Expense	Moved to "Recognition Items" under "Meeting Expense" above
Insurance	992.55	1,300.00	0.00	985.24	314.76	\$525 to Hartford	Due March (Note: In 2017 paid: \$460.12 to Willis of MD, and \$500 to Hartford)
Scholarship Program (pending approval)	0.00	0.00	0.00	0.00	0.00		Scholarship Program pending policy approval
<b>TOTAL Misc Expense</b>	<b>3,721.39</b>	<b>23,650.00</b>	<b>117.05</b>	<b>5,073.22</b>			
<b>TOTAL EXPENSES</b>	<b>18,706.50</b>	<b>39,913.00</b>	<b>1,564.99</b>	<b>13,493.23</b>			
<b>OVERALL TOTAL</b>	<b>1,714.77</b>	<b>7.00</b>	<b>7,804.68</b>	<b>11,938.34</b>			

Paypal Fees as of 06/01/17: 2.2% + .30 for online transactions. 2.7% per card swipe, 3.5% + .15 for manual key

ATD Oklahoma 2019 State Conference Preliminary Proposed Budget

**Estimated Income**

Registration Category	Fee	Estimated Registrations	Actual		
Pre-Conference Early-Bird Registration through Septemebr 30	\$79.00	10	\$790.00	12	\$948.00
Pre-Conference Registration October 1-18	\$109.00	5	\$545.00	6	\$654.00
Pre-Conference Walk-in After October 18	\$149.00	1	\$149.00	1	\$149.00
Speaker				2	
01 - Power Members Early-Bird Friday through September 30	\$149.00	20	\$2,980.00	30	\$4,470.00
02 - Power Members Regular Registration Friday October 1-15:	\$199.00	10	\$1,990.00	1	\$199.00
07 - Power Member Early-Bird Half-Day: \$89 morning	\$99.00	3	\$297.00	2	\$198.00
08 - Power Member Early-Bird Half-Day: \$89 afternoon	\$99.00	2	\$198.00	0	\$0.00
16 - Power Member Regular Registration Half-Day: \$139 morning	\$139.00	1	\$139.00	0	\$0.00
17 - Power Member Regular Registration Half-Day: \$139 afternoon	\$139.00	1	\$139.00	0	\$0.00
03 - Chapter Members Early-Bird Registration Friday through September 30	\$199.00	50	\$9,950.00	15	\$2,985.00
04 - Chapter Members Regular Registration Friday	\$249.00	40	\$9,960.00	2	\$498.00
09 - Chapter Member Early-Bird Half-Day: \$139 morning	\$139.00	3	\$417.00	0	\$0.00
10 - Chapter Member Early-Bird Half-Day: \$139 afternoon	\$139.00	2	\$278.00	0	\$0.00
18 - Chapter Member Regular Registration Half-Day: \$189 morning	\$189.00	1	\$189.00	0	\$0.00
19 - Chapter Member Regular Registration Half-Day: \$189 afternoon	\$189.00	1	\$189.00	0	\$0.00
05 - Guests Early-Bird Registration	\$249.00	20	\$4,980.00	6	\$1,494.00
06 - Guests Registration	\$299.00	5	\$1,495.00	13	\$3,887.00
11 - Guests Early-Bird Half-Day: \$189 morning	\$189.00	3	\$567.00	0	\$0.00
12 - Guests Early-Bird Half-Day: \$189 afternoon	\$189.00	2	\$378.00	1	\$189.00
20 - Guests Regular Registration Half-Day: \$239 morning	\$239.00	1	\$239.00	0	\$0.00
21 - Guests Regular Registration Half-Day: \$239 afternoon	\$239.00	1	\$239.00	1	\$239.00
25 - Walk-in Regitration: \$349	\$349.00			1	\$349.00
13 - Unemployed / Student / Volunteers Friday	\$99.00	5	\$495.00	1	\$99.00
Speaker				2	
Pre-Conference - Thursday Registrations				21	
State Conference - Friday Registrations				75	
Networking Event	\$0.00		\$0.00		
			\$35,119.00		\$16,358.00
Sponsorships/Ads (cash, Persimmon Group \$1000, ATD COC \$1000)			\$5,000.00	3	\$2,000.00
Bob Pike Book Sales					\$282.00
			\$40,119.00		\$18,640.00

Registration Summary		
Full Conference Registrations	69	\$13,981.00
Morning-Only	2	\$198.00
Afternoon Only	2	\$428.00
Pre-conference Registrations	19	\$0.00
		\$14,607.00

**Estimated Expenses**

Bob Pike: \$2,500 + travel expenses for both programs	(2,500.00)	(2500.00)	Need to Pay other half of fee + Expenses + Book Sales
Gerald Jones: \$2,499 + travel expenses	(2,499.00)	(2499.00)	Need to Pay fee + Gerald Jones Expenses
Travel estimate: Air fares \$1000	(1,000.00)	(829.13) Actual	Bob Pike Expenses
Thursday Dinner		(136.40) Actual	India Palace
Hotel Sleeping Rooms estimate: 109.53 x 3 nights = (Estimate speaker expenses = \$4,999)	(500.00)	(328.59) Actual	Crowne Plaza
Crowne Plaza F&B Minimum	(3,200.00)		
Thursday A/V rental expense:		(825.00) Actual	Crowne Plaza
Thursday networking event:		(1346.95) Actual	Crowne Plaza
Friday A/V expense:		(840.00) Actual	Crowne Plaza
Friday lunch expense: 72 @ \$35.84 inclusive		(2580.54) Actual	Crowne Plaza
Friday coffee and snack service expense:		(64.00) Actual	Crowne Plaza
Conference swag expense:	(500.00)	0.00	Sponsored
Door prize gifts:		0.00	Sponsored
Presenter gift expenses:	(100.00)	0.00	Sponsored
Registration Bags: 90 @ \$0.99 = 89.10 + 7.59 tax = 96.69		(96.69) Actual	Office Depot
Audiovisual expenses:	(2,500.00)		
Flip Charts & Markers		(102.83) Actual	Office Depot
Printing:			
Session Handouts		(1105.79) Actual	Office Depot
Program Book		(873.75) Actual	Office Depot
Sponsor Signage		(19.52) Actual	Office Depot
Name badges: \$24.99 + 2.13 tax	(100.00)	(27.12) Actual	Office Depot
Misc: - Name Tag Printer and Roll of Blank Tags		(195.31) Actual	Office Depot
<b>Should be charged to Accommodations Line Item</b>			
	(12,899.00)	(14370.62)	\$18,640.00
Estimated Profit/Loss	\$27,220.00	\$4,269.38	

## ATD Oklahoma Statewide Conference

Location: Crowne Plaza Tulsa Southern Hills 7902 S Lewis Ave, Tulsa, OK 74136

Date: October 25, 2019 8:00 AM - 4:00 PM

Currency: USD

### Total registrations

Status	Attendees	Registration fees	Payments received
Confirmed (fully paid and free)	78	14,607.00	14,607.00
Pending (unpaid and partially paid)	0	0.00	0.00
Canceled	1	149.00	-
<b>Total</b>	<b>79</b>	<b>14,756.00</b>	<b>14,607.00</b>
Checked in	73	13,712.00	13,712.00

### By registration type

#### 01 - ATD Power Member Early-Bird Registration

Status	Attendees	Registration fees	Payments received
Confirmed (fully paid and free)	30	4,470.00	4,470.00
Pending (unpaid and partially paid)	0	0.00	0.00
Canceled	1	149.00	-
<b>Total</b>	<b>31</b>	<b>4,619.00</b>	<b>4,470.00</b>
Checked in	28	4,172.00	4,172.00

#### 02 - ATD Power Member Registration

Status	Attendees	Registration fees	Payments received
Confirmed (fully paid and free)	1	199.00	199.00
Pending (unpaid and partially paid)	0	0.00	0.00
Canceled	0	0.00	-
<b>Total</b>	<b>1</b>	<b>199.00</b>	<b>199.00</b>
Checked in	1	199.00	199.00

#### 03 - ATD Chapter Member Early-Bird Registration

Status	Attendees	Registration fees	Payments received
Confirmed (fully paid and free)	15	2,985.00	2,985.00
Pending (unpaid and partially paid)	0	0.00	0.00
Canceled	0	0.00	-
<b>Total</b>	<b>15</b>	<b>2,985.00</b>	<b>2,985.00</b>
Checked in	15	2,985.00	2,985.00

#### 04 - ATD Chapter Member Registration

Status	Attendees	Registration fees	Payments received
Confirmed (fully paid and free)	2	498.00	498.00
Pending (unpaid and partially paid)	0	0.00	0.00
Canceled	0	0.00	-
<b>Total</b>	<b>2</b>	<b>498.00</b>	<b>498.00</b>
Checked in	2	498.00	498.00

#### 05 - Guest Early-Bird Registration

Status	Attendees	Registration fees	Payments received
Confirmed (fully paid and free)	6	1,494.00	1,494.00
Pending (unpaid and partially paid)	0	0.00	0.00
Canceled	0	0.00	-
<b>Total</b>	<b>6</b>	<b>1,494.00</b>	<b>1,494.00</b>
Checked in	4	996.00	996.00

#### 06 - Guest Registration

Status	Attendees	Registration fees	Payments received
Confirmed (fully paid and free)	13	3,887.00	3,887.00
Pending (unpaid and partially paid)	0	0.00	0.00
Canceled	0	0.00	-
<b>Total</b>	<b>13</b>	<b>3,887.00</b>	<b>3,887.00</b>
Checked in	13	3,887.00	3,887.00

#### 07 - ATD Power Member - Morning Session Only

Status	Attendees	Registration fees	Payments received
Confirmed (fully paid and free)	2	198.00	198.00
Pending (unpaid and partially paid)	0	0.00	0.00
Canceled	0	0.00	-
<b>Total</b>	<b>2</b>	<b>198.00</b>	<b>198.00</b>
Checked in	1	99.00	99.00

#### 08 - ATD Power Member - Afternoon Session Only

Status	Attendees	Registration fees	Payments received
Confirmed (fully paid and free)	0	0.00	0.00
Pending (unpaid and partially paid)	0	0.00	0.00
Canceled	0	0.00	-
<b>Total</b>	<b>0</b>	<b>0.00</b>	<b>-</b>
Checked in	0	0.00	0.00

#### 09 - ATD Chapter Member - Morning Session Only

Status	Attendees	Registration fees	Payments received
Confirmed (fully paid and free)	0	0.00	0.00
Pending (unpaid and partially paid)	0	0.00	0.00
Canceled	0	0.00	-
<b>Total</b>	<b>0</b>	<b>0.00</b>	<b>-</b>
Checked in	0	0.00	0.00

#### 10 - ATD Chapter Member - Afternoon Session Only

Status	Attendees	Registration fees	Payments received
Confirmed (fully paid and free)	0	0.00	0.00
Pending (unpaid and partially paid)	0	0.00	0.00
Canceled	0	0.00	-
<b>Total</b>	<b>0</b>	<b>0.00</b>	<b>-</b>
Checked in	0	0.00	0.00

#### 11 - Guest Registration - Morning Session Only

Status	Attendees	Registration fees	Payments received
Confirmed (fully paid and free)	0	0.00	0.00
Pending (unpaid and partially paid)	0	0.00	0.00
Canceled	0	0.00	-
<b>Total</b>	<b>0</b>	<b>0.00</b>	<b>-</b>
Checked in	0	0.00	0.00

#### 12 - Guest Registration - Afternoon Session Only

Status	Attendees	Registration fees	Payments received
Confirmed (fully paid and free)	1	189.00	189.00
Pending (unpaid and partially paid)	0	0.00	0.00
Canceled	0	0.00	-
<b>Total</b>	<b>1</b>	<b>189.00</b>	<b>189.00</b>
Checked in	1	189.00	189.00

#### 13 - Conference Volunteers / Full-Time Students / Unemployed

Status	Attendees	Registration fees	Payments received
Confirmed (fully paid and free)	1	99.00	99.00
Pending (unpaid and partially paid)	0	0.00	0.00
Canceled	0	0.00	-
<b>Total</b>	<b>1</b>	<b>99.00</b>	<b>99.00</b>
Checked in	1	99.00	99.00

#### 14 - Walk-in Registration

Status	Attendees	Registration fees	Payments received
Confirmed (fully paid and free)	0	0.00	0.00
Pending (unpaid and partially paid)	0	0.00	0.00
Canceled	0	0.00	-
<b>Total</b>	<b>0</b>	<b>0.00</b>	<b>-</b>
Checked in	0	0.00	0.00

#### 16 - ATD Power Member - Morning Session Only

Status	Attendees	Registration fees	Payments received
Confirmed (fully paid and free)	0	0.00	0.00
Pending (unpaid and partially paid)	0	0.00	0.00
Canceled	0	0.00	-
<b>Total</b>	<b>0</b>	<b>0.00</b>	<b>-</b>
Checked in	<b>0</b>	<b>0.00</b>	<b>0.00</b>

#### 17 - ATD Power Member - Afternoon Session Only

Status	Attendees	Registration fees	Payments received
Confirmed (fully paid and free)	0	0.00	0.00
Pending (unpaid and partially paid)	0	0.00	0.00
Canceled	0	0.00	-
<b>Total</b>	<b>0</b>	<b>0.00</b>	<b>-</b>
Checked in	<b>0</b>	<b>0.00</b>	<b>0.00</b>

#### 18 - ATD Chapter Member - Morning Session Only

Status	Attendees	Registration fees	Payments received
Confirmed (fully paid and free)	0	0.00	0.00
Pending (unpaid and partially paid)	0	0.00	0.00
Canceled	0	0.00	-
<b>Total</b>	<b>0</b>	<b>0.00</b>	<b>-</b>
Checked in	<b>0</b>	<b>0.00</b>	<b>0.00</b>

#### 19 - ATD Chapter Member - Afternoon Session Only

Status	Attendees	Registration fees	Payments received
Confirmed (fully paid and free)	0	0.00	0.00
Pending (unpaid and partially paid)	0	0.00	0.00
Canceled	0	0.00	-
<b>Total</b>	<b>0</b>	<b>0.00</b>	<b>-</b>
Checked in	<b>0</b>	<b>0.00</b>	<b>0.00</b>

#### 20 - Guest Registration - Morning Session Only

Status	Attendees	Registration fees	Payments received
Confirmed (fully paid and free)	0	0.00	0.00
Pending (unpaid and partially paid)	0	0.00	0.00
Canceled	0	0.00	-
<b>Total</b>	<b>0</b>	<b>0.00</b>	<b>-</b>
Checked in	<b>0</b>	<b>0.00</b>	<b>0.00</b>

#### 21 - Guest Registration - Afternoon Session Only

Status	Attendees	Registration fees	Payments received
Confirmed (fully paid and free)	1	239.00	239.00
Pending (unpaid and partially paid)	0	0.00	0.00
Canceled	0	0.00	-
<b>Total</b>	<b>1</b>	<b>239.00</b>	<b>239.00</b>
Checked in	<b>1</b>	<b>239.00</b>	<b>239.00</b>

#### 25 - Walk-In Registration

Status	Attendees	Registration fees	Payments received
Confirmed (fully paid and free)	1	349.00	349.00
Pending (unpaid and partially paid)	0	0.00	0.00
Canceled	0	0.00	-
<b>Total</b>	<b>1</b>	<b>349.00</b>	<b>349.00</b>
Checked in	<b>1</b>	<b>349.00</b>	<b>349.00</b>

#### Complimentary Registration

Status	Attendees	Registration fees	Payments received
Confirmed (fully paid and free)	3	0.00	0.00
Pending (unpaid and partially paid)	0	0.00	0.00
Canceled	0	0.00	-
<b>Total</b>	<b>3</b>	<b>0.00</b>	<b>-</b>
Checked in	<b>3</b>	<b>0.00</b>	<b>0.00</b>

#### Speaker

Status	Attendees	Registration fees	Payments received
Confirmed (fully paid and free)	2	0.00	0.00
Pending (unpaid and partially paid)	0	0.00	0.00
Canceled	0	0.00	-
<b>Total</b>	<b>2</b>	<b>0.00</b>	<b>-</b>
Checked in	<b>2</b>	<b>0.00</b>	<b>0.00</b>

## ATD Oklahoma Statewide Conference - Special Pre-Conference Workshop

Location: Crowne Plaza Tulsa Southern Hills 7902 S Lewis Ave, Tulsa, OK 74136

Date: October 24, 2019 2:00 PM - 5:00 PM

Currency: USD

### Total registrations

Status	Attendees	Registration fees	Payments received
Confirmed (fully paid and free)	21	1,751.00	1,751.00
Pending (unpaid and partially paid)	0	0.00	0.00
Canceled	2	158.00	-
<b>Total</b>	<b>23</b>	<b>1,909.00</b>	<b>1,751.00</b>
Checked in	<b>18</b>	<b>1,484.00</b>	<b>1,484.00</b>

### By registration type

#### 01 - Early-Bird Pre-Conference Registration

Status	Attendees	Registration fees	Payments received
Confirmed (fully paid and free)	12	948.00	948.00
Pending (unpaid and partially paid)	0	0.00	0.00
Canceled	2	158.00	-
<b>Total</b>	<b>14</b>	<b>1,106.00</b>	<b>948.00</b>
Checked in	<b>10</b>	<b>790.00</b>	<b>790.00</b>

#### 02 - Pre-Conference Registration

Status	Attendees	Registration fees	Payments received
Confirmed (fully paid and free)	6	654.00	654.00
Pending (unpaid and partially paid)	0	0.00	0.00
Canceled	0	0.00	-
<b>Total</b>	<b>6</b>	<b>654.00</b>	<b>654.00</b>
Checked in	<b>5</b>	<b>545.00</b>	<b>545.00</b>

#### 03 - Walk-in Pre-Conference Registration

Status	Attendees	Registration fees	Payments received
Confirmed (fully paid and free)	1	149.00	149.00
Pending (unpaid and partially paid)	0	0.00	0.00
Canceled	0	0.00	-
<b>Total</b>	<b>1</b>	<b>149.00</b>	<b>149.00</b>
Checked in	<b>1</b>	<b>149.00</b>	<b>149.00</b>

#### Complimentary Registration

Status	Attendees	Registration fees	Payments received
Confirmed (fully paid and free)	0	0.00	0.00
Pending (unpaid and partially paid)	0	0.00	0.00
Canceled	0	0.00	-
<b>Total</b>	<b>0</b>	<b>0.00</b>	<b>-</b>
Checked in	<b>0</b>	<b>0.00</b>	<b>0.00</b>

#### Speaker

Status	Attendees	Registration fees	Payments received
Confirmed (fully paid and free)	2	0.00	0.00
Pending (unpaid and partially paid)	0	0.00	0.00
Canceled	0	0.00	-
<b>Total</b>	<b>2</b>	<b>0.00</b>	<b>-</b>
Checked in	<b>2</b>	<b>0.00</b>	<b>0.00</b>

ATD Member ID	First Name	Last Name	Organization	e-mail	Phone	Invoice date	Invoice #	Origin	Invoice full amount	Invoice open balance	Currency	Status	Payment type	Payment date	Settled payment tender	Internal notes	Comments for payer
	Bethany	Uneleth	BOK Financial	belkin@bokf.com	(918) 588-8280	October 25, 2019	04765	Manual invoice	40.00	0.00	USD	Fully paid	Offline	10/25/2019 11:09:01 AM	Credit Card		
	Kristen	Cox	Mabrey Bank	kcox@mabreybank.com	918-849-6335	October 25, 2019	04764	Manual invoice	60.00	0.00	USD	Fully paid	Offline	10/25/2019 11:07:48 AM	Credit Card		
	Chris	White	Williams	chris.white@williams.com	918-573-2081	October 25, 2019	04763	Manual invoice	160.00	0.00	USD	Fully paid	Offline	10/25/2019 11:05:07 AM	Credit Card		
	David	McLaughlin	American Fidelity Assura	david.mclaughlin@americ		October 25, 2019	04762	Manual invoice	30.00	0.00	USD	Fully paid	Offline	10/25/2019 11:03:56 AM	Credit Card		
	Tina	Mathes	LifeShare of Oklahoma	tmathes@lifeshareok.org	4055550057	October 25, 2019	04761	Manual invoice	100.00	0.00	USD	Fully paid	Offline	10/25/2019 11:02:22 AM	Credit Card		
11459263	Becky	Greene	The Bama Companies	bgreene@bama.com	(918)629-2532	October 25, 2019	04760	Manual invoice	40.00	0.00	USD	Fully paid	Offline	10/25/2019 11:01:03 AM	Credit Card		
10766853	William	Eiler	Manhattan Construction	seller@manhattanconstru	1(918)645-2177	October 25, 2019	04759	Manual invoice	40.00	0.00	USD	Fully paid	Offline	10/25/2019 11:00:23 AM	Credit Card		
11498726	Amy	Klinge	OGE Energy Corp	kingeas@oge.com	405-209-9964	October 25, 2019	04758	Manual invoice	30.00	0.00	USD	Fully paid	Offline	10/25/2019 10:59:44 AM	Cash		
10951070	Mary	Mowery	Department of Army	mknigh4349@gmail.com	4052093012	October 25, 2019	04757	Manual invoice	30.00	0.00	USD	Fully paid	Offline	10/25/2019 10:58:51 AM	Credit Card		
11403463	Jill	Almond	Saint Francis Health Syst	jalmond8@cox.net	918-724-7168	October 25, 2019	04756	Manual invoice	40.00	0.00	USD	Fully paid	Offline	10/25/2019 10:58:04 AM	Credit Card		
11048327	Chantel	Gray	Truity Credit Union	chantel.gray@truitycu.org	(918) 337 7733	October 25, 2019	04755	Manual invoice	40.00	0.00	USD	Fully paid	Offline	10/25/2019 10:57:22 AM	Credit Card		
11619681	Patsy	Woods	Leggett & Platt	patricia.woods@leggett.o	417-310-7144	October 25, 2019	04754	Manual invoice	100.00	0.00	USD	Fully paid	Offline	10/25/2019 10:56:30 AM	Credit Card		Thank you for your payment!
00269603	Walt	Hansmann	Walt Hansmann Training	walt.hansmann@gmail.cc	1(918)938-4485	October 25, 2019	04753	Manual invoice	100.00	0.00	USD	Fully paid	Offline	10/25/2019 10:55:20 AM	Credit Card		
11549962	Kim	Boggs	Matrix Service Company	kimboggs63@gmail.com	1(918)289-7138	October 25, 2019	04752	Manual invoice	100.00	0.00	USD	Fully paid	Offline	10/25/2019 10:54:38 AM	Credit Card		Thank you for your payment!
11167513	Beverly	Taulman	Matrix Service Company	btaulman@matrixservicec	(918) 359 8248	October 25, 2019	04751	Manual invoice	100.00	0.00	USD	Fully paid	Offline	10/25/2019 10:53:18 AM	Credit Card	All 3 books	Thank you for your payment!
10951070	Mary	Mowery	Department of Army	mknigh4349@gmail.com	4052093012	October 25, 2019	04750	Manual invoice	40.00	0.00	USD	Fully paid	Offline	10/25/2019 10:52:20 AM	Credit Card		Thank you for your payment!
	Martha	Zapata	Oklahoma State Universit	martha.l.zapata@outlook	9189243531	October 24, 2019	04747	Manual invoice	40.00	0.00	USD	Fully paid	Online	10/24/2019 5:27:51 PM	Online payment (Wild Ap		
bob.mansur@yahoo.com	Bob	Mansur	Gateway Mortgage Group	bob.mansur@yahoo.com	(918) 392 8596	October 24, 2019	04746	Manual invoice	40.00	40.00	USD	Unpaid					
	Marisa	Gray		mgray.kck@gmail.com	9136452017	October 24, 2019	04745	Manual invoice	100.00	0.00	USD	Fully paid	Online	10/24/2019 4:00:59 PM	Online payment (Wild Ap		
	Steven	Oliver							70.00								
	Linda	Jenkins							30.00								
	Brittany	Barnes Deeq							40.00								
	Kate	Bevin							40.00								
									1,410.00	Total Sales							
									282	ATD Tulsa							
									1,128.00	Bob Pike							



## Anonymous Questions for Annual Survey 2018 v1

### Program Related Questions

1. What time of day works best for you for the monthly Chapter Program Meetings?
  - a. Morning (before lunch)
  - b. Lunch Hour
  - c. Afternoon (after lunch)
  - d. Evening (after work)
  - e. Other (open-ended response; optional)
2. What day of the week works best for you for the monthly Chapter Program Meetings?
  - a. Monday-Friday options to select
3. How valuable do you find the following professional development offerings? Likert scale; 1 (not valuable) to 5 (very valuable)
  - a. Member-Only Events
  - b. Networking Events
  - c. Workshops
  - d. State Conference
  - e. eLearning Special Interest Group (Quarterly Meetings)
  - f. ATD International Conference and Exhibition
  - g. Other
4. So that we can offer relevant programming and professional development opportunities, what major challenges do you believe you or your organization will face with regard to talent development over the next 3 years?
  - a. Open-ended response

### Membership Questions

1. How did you find out about ATD Tulsa?
  - a. Internet Search
  - b. Social Media
  - c. ATD Tulsa Website @ <https://tdtulsa.org/>
  - d. Friend/Co-Worker
  - e. Boss
  - f. Instructor
  - g. ATD (International)/ATD (International) Website @ <https://www.td.org/>
  - h. Other
2. Why did you initially join the chapter?
  - i. Access to Experts in the Field
  - j. Career Development/Find a Job
  - k. Develop or Enhance Skills and Knowledge
  - l. Networking
  - m. Volunteer
  - n. Other (open-ended response; optional)
3. Why have you stayed a chapter member?
  - o. Access to Experts in the Field
  - p. Career Development/Find a Job

Anonymous Questions for Annual Survey 2018 v1

- q. Develop or Enhance Skills and Knowledge
  - r. Networking
  - s. Volunteer
  - t. Other (open-ended response; optional)
4. Rank the membership benefits in order, based on which you find has the most value.
- a. Member Directory
  - b. Members-Only Pricing and Discounts
  - c. Member-Only Events
  - d. New Member Welcome Luncheon
  - e. Recognizing New Members and Power Members at each monthly Chapter Program Meeting
  - f. Networking Events
  - g. Workshops
  - h. State Conference
  - i. eLearning Special Interest Group (Quarterly Meetings)
  - j. Other
5. Are you satisfied with the member benefits provided to you by ATD Tulsa Chapter? If you answered No, please share why you answered that way. (Yes/No with optional comment)
- a. Job Postings
  - b. Member Directory
  - c. Members-Only Pricing and Discounts
  - d. Member-Only Events
  - e. New Member Welcome Luncheon
  - f. Recognizing New Members and Power Members at each monthly Chapter Program Meeting
  - g. Networking Events
  - h. Workshops
  - i. State Conference
  - j. eLearning Special Interest Group (Quarterly Meetings)
  - k. Other
6. What membership benefits would you like to see added?
- a. Open ended response
7. What membership benefits would you like to see removed?
- a. Open ended response
8. Do you plan to renew you ATD Membership this upcoming year?
- a. Yes – I will renew as an ATD Tulsa Student Member.
  - b. Yes – I will renew as an ATD Student Power Member.
  - c. Yes – I will renew as an ATD Tulsa Chapter Member.
  - d. Yes – I will renew as an ATD Power Member.
  - e. No – I will remain a Guest.
  - f. No – I will NOT be renewing any form of ATD Membership.

Chapter Involvement

## Anonymous Questions for Annual Survey 2018 v1

1. What membership events have you participated in this year besides monthly Chapter Programming Meetings? (Yes/No with optional comment)
  - a. Networking Events (Ex: New Member and 2020 Board Candidates Networking Event at The Persimmon Group, ( ))
  - b. Workshops ( )
  - c. State Conference (2018 - OKC)
  - d. ATD International Conference and Exhibition (2019 – Washington D.C.)
  - e. eLearning Special Interest Group (Quarterly Meetings)
  - f. Committee or Group Meetings (Ex: Bylaws Committee, Election Committee, etc.)
  - g. Other
2. What has prevented you from attending/participating in ATD Tulsa Chapter Events like networking, workshops, etc.?
  - a. Open ended response
3. Are you interested in volunteering for the chapter?
  - a. Yes
  - b. No
  - c. I Already Volunteer with the Chapter
  - d. Comments (open-ended response; optional)

### Communication

1. What are your preferred methods for receiving information from ATD Tulsa? Rank 1-5
  - a. Facebook
  - b. Twitter
  - c. LinkedIn
  - d. Email
  - e. Website
  - f. Monthly Newsletter (emailed)
  - g. In-Person at Events and Chapter Meetings
2. Do you read the ATD Tulsa Monthly Newsletter?
  - a. Yes
  - b. No
  - c. I am not signed up to receive the Monthly Newsletter.
3. What type of content would you like to see in our Monthly Newsletter?
  - a. Open ended response
- 4.

### Demographic

1. What is your level of membership within ATD?
  - a. Student Chapter Member
  - b. Student Power Member
  - c. ATD Tulsa Chapter Member
  - d. Power Member (ATD Tulsa Chapter + ATD Member)
2. How long have you been an ATD Tulsa Chapter member?

Anonymous Questions for Annual Survey 2018 v1

- a. (((Use same numbering from monthly program meeting)))
3. What part of the Training and Development industry do you work in? Select all that apply.
- a. Career Development
  - b. Change Management
  - c. Coaching
  - d. Evaluating Learning Impact
  - e. Instructional Design
  - f. Integrated Talent Management
  - g. Knowledge Management
  - h. Learning Technologies
  - i. Organization Development
  - j. Performance Improvement
  - k. Training Delivery
4. What is your company's industry?
- a. Manufacturing
  - b. Distribution
  - c. Hospitality/Gaming
  - d. Consulting
  - e. Construction
  - f. Oil and Gas
  - g. Technology
  - h. Non-Profit
  - i. Higher Education
  - j. Government/Military
  - k. Healthcare
  - l. Financial Services
  - m. Other?



## ABOUT HEIDI HARTMAN



After 20 years in corporate HR, Heidi Hartman ventured out on her own to pursue her greater purpose – building better leaders and businesses from the inside out – something she now guides teams and organizations to do as well. Heidi puts her experience in the trenches and extensive training to work for clients to understand the unique opportunities they face and offer tangible solutions that lead to wild success. She is a sought-after speaker. Heidi's expertise covers everything from coaching CEOs and customized team development to leadership development and strategic planning.

Heidi has a master's in Human Relations from the University of Oklahoma, studied at Oxford and has an Executive Coaching certification from The Center for Executive Coaching. She is also an American Training and Development (ATD) accredited coach, Insights Discovery© Learning Practitioner and Yellow Belt in Lean Six Sigma.

Heidi's clients range from Fortune 500 energy companies to local non-profits. Her passion for people translates in her interactive style that helps clients of all shapes and sizes reach a myriad of goals.

She has served as the President of Central Oklahoma Coaching as well as President of Tulsa Area Human Resources Association. She is the OKHR Council Director elect and participated in Leadership Tulsa Class 44. In addition to partnering with her clients to achieve success, Heidi spends time with Chris, their two daughters, two cats and two dogs and serves on several non-profit boards.

### Awards & Honors:

- Richard J. Messer Excellence in Human Resources Management Award
- Who's Who Continental Pinnacle
- OKHR Excellence in Human Resources Award
- Mosaic Top Inclusive Workplace Cultures
- Star Award, Leadership Tulsa Paragon nominee
- Women of Distinction, Tulsa Business & Legal News

### HEIDI HARTMAN CONSULTING

hhartmanconsulting.com | (918) 381-2449 | heidi@hhartmanconsulting.com

**ATD TULSA 2019 PROGRAMS  
WORKSHOP PROPOSAL FORM**

**Workshop Information**

1. **Name/Title/Credentials:***(to appear in promotional/marketing materials):*  
Heidi Hartman, SHRM-SCP, SPHR President Heidi Hartman Consulting

2. **Workshop Title:**

The workshop title should fit with workshop themes outlined.

Go Big or Go Home

Leverage your influence and build a killer power base

3. **Describe How Your Workshop Fits our Program Objective (Theme):** To advance ATD’s mission to “empower professionals to develop talent in the workplace”. 100 words or less

**This falls under the area of expertise fall under coaching, performance improvement and training delivery.** For foundational competencies, it covers business skills, interpersonal skills and personal skills. Everyone utilizes influence every day, and the development professional will find this information helpful.

Per the ATD Competency Model, relevant topics include:

<i>Areas of Expertise</i>	
1. Change Management	2. Coaching
3. Evaluating Learning Impact	4. Instructional Design
5. Integrated Talent Management	6. Knowledge Management
7. Learning Technologies	8. Managing Learning Programs
9. Performance Improvement	10. Training Delivery
<i>Foundational Competencies</i>	
1. Business Skills	2. Interpersonal Skills
3. Global Mindset	4. Personal Skills
5. Industry Knowledge	6. Technology Literacy

4. **Describe How Your Workshop Contributes to the Professional Development of ATD Tulsa Program Attendees:** 100 words or less

ATD professionals should find actionable information they can implement to increase their influence and grow their power base.

5. **Workshop Description:** 200 words or less

*It should be written in a format that will help us market your workshop to program attendees.*

This interactive session will identify where we stand in our own way of connecting and advising as a leader. Utilizing 8 key practices that can enhance our ability to influence and navigate influence to get what we need on a larger scale within the organization. What is our current powerbase and what does it need to be successful? Participants will

leave with an outline of a plan to enhance their influence and power base that they can implement within their organization.

6. **Target Audience and Level:** (novice – entry level, intermediate – middle level or advanced – senior level.) This can apply to any level.

7. **Learning Objectives:** 300 words or less

State at least three (3) Learning Objectives for the proposed workshop. Each objective should specifically indicate the results and outcomes you seek in terms of participants' knowledge, skills, and behavior. For each objective, use the format: "After participating in this workshop, participants will be able to..."

- How to influence without formal authority
- 8 Key ways to enhance your ability to engage and influence others
- Action plan on how to utilize the 8 keys within your organization
- Current Powerbase vs. The one you need

8. **Workshop Design Plan:**

Include a workshop outline with timeframes and delivery methods for all activities. Each workshop timeframe is 60 minutes including time for questions and answers.

We will have 3 + activities with time at the end for questions.

9. **Handout / Performance Tools:**

Include a title and description of each handout or item that will be given to participants.

10. **AV and / or Room Configuration Requirements:**

Please note: The workshop room will be equipped with a desktop computer, projector, screen, and microphone (if needed). Additional AV or configuration needs, including internet access or computer audio projection, must be noted in your proposal.

11. **Evidence of Professional Qualifications and Credentials:** 300 words or less

Include relevant education, Professional Certifications, personal and professional awards and/or commendations received personally or as a “key player” in the organization for specific project(s). Include your public speaking experience(s), listing similar presentations with particulars about when, where, size of audience, subject, etc. You may attach a resume for further elaboration.

12. **Demonstration of Presenter Ability:**

- A. Provide evaluation results from a past presentation on that demonstrates your style and ability. Preferred evaluation results will include content related to the proposed workshop topic.
- B. *Optional* – Provide a link or video attachment of you presenting that demonstrates your style and ability. Preferred videos will include content related to the proposed topic.

13. **Biography:** 300 words or less per speaker

*To appear in workshop promotional/marketing materials*

14. **Professional References:**

Provide the names, addresses, telephone numbers and email addresses of three (3) references, specifying the context in which the references know you and are familiar with your skills as a workshop presenter or speaker. Please ensure that each is aware he/she may be contacted for feedback on the primary speaker’s presentation style and technique. Note: If you have presented at ATD Tulsa in the past, please provide the date and topic in addition, to the three references requested above.

15. **Professional Photo:**

Submit a professional color headshot photo of the presenter(s) in JPEG format.

*For workshop promotional/marketing materials*



**ATD TULSA 2019 PROGRAMS  
WORKSHOP PROPOSAL INFORMATION SHEET**

**Speaker Information**

<b>Primary Speaker Name</b>	Heidi Hartman
<b>Secondary Speaker Name</b>	
<b>Workshop Title</b>	Go big or Go Home Leverage your influence and build a killer powerbase

**Please complete the below based on the primary speaker.**

<b>Phone</b>	<b>Primary#:</b>	<b>Secondary#:</b>
<b>Email Address</b>	<a href="mailto:heidi@hartmanconsulting.com">heidi@hartmanconsulting.com</a>	
<b>Title</b>	President	
<b>Company or Organization</b>	Heidi Hartman Consulting	
<b>Mailing Address</b>	7715 E. 24 <sup>th</sup> St.	
<b>City, State, Zip</b>	Tulsa, OK 74129	

**Statement of Understanding**

By signing this proposal information sheet, I acknowledge that if my proposal is accepted by ATD Tulsa, I will provide conference speaking services *pro bono publico* in support of the goals and objectives of ATD Tulsa. I agree to indemnify and hold ATD Tulsa harmless from any liability. I agree to refrain from using any portion of my (our) workshop presentation as a platform to promote products or services, solicit funds or take political positions. I agree to convey my (our) remarks without bias toward race, gender, religion, political party, ethnicity or sexual orientation. I agree that submitting this proposal for conducting a workshop for ATD Tulsa indicates agreement to comply with the guidelines and expectations stated in the RFP.

*Heidi Hartman*

*10/6/19*

\_\_\_\_\_  
**Signature of Proposed Presenter**

\_\_\_\_\_  
**Date**



**OSU-Tulsa Confirmation 700 N Greenwood Ave, Tulsa OK 74106 918-594-8252 tulsa.events@okstate.edu**

**Organization:** ATD Tulsa Attn: Walt Hansmann PO Box 333351, Tulsa, Oklahoma 74153-3351 (918) 938-4485 pr  
**Audio Visual:** PC, LCD, Screen  
**Room Information:** BS Roberts Room has 13 Round Tables and 104 Chairs. BOK Room (140) has 11 Square Tables with 44 Chairs.

<b>Event Name:</b> ATD Meeting	
<b>Notes:</b>	
2/21/2020	Bank of Oklahoma Room (Seats 44) 10:30 AM to 1:30 PM \$105.00
3/20/2020	B.S. Roberts Room (Seats 104) Round Tables 10:30 AM to 1:30 PM \$115.00
4/17/2020	Bank of Oklahoma Room (Seats 44) 10:30 AM to 1:30 PM \$105.00
5/15/2020	B.S. Roberts Room (Seats 104) Round Tables 10:30 AM to 1:30 PM \$115.00
7/17/2020	B.S. Roberts Room (Seats 104) Round Tables 10:30 AM to 1:30 PM \$115.00
8/21/2020	Bank of Oklahoma Room (Seats 44) 10:30 AM to 1:30 PM \$105.00
9/18/2020	Bank of Oklahoma Room (Seats 44) 10:30 AM to 1:30 PM \$105.00
10/16/2020	B.S. Roberts Room (Seats 104) Round Tables 10:30 AM to 1:30 PM \$115.00
11/20/2020	Bank of Oklahoma Room (Seats 44) 10:30 AM to 1:30 PM \$105.00
12/4/2020	B.S. Roberts Room (Seats 104) Round Tables 10:30 AM to 1:30 PM \$115.00

*Walt Hansmann* 10/7/2019  
**Organization Representative / Date**

**Events Dept. / Date**

**For Events Department Use Only**

Banner # B5819

Completed by: Lori Burgan

Date: 10/3/2019

Total Charges: \$1,100.00

Rate:



# M&M Consulting Partners PLLC

7806 E 106<sup>th</sup> Street, Ste. 204 | Tulsa, OK 74133

P: 918-600-2295 | F: 918-235-9005 | [www.m-mconsultingpartners.com](http://www.m-mconsultingpartners.com)

October 25, 2019

Association for Talent Development - Tulsa Chapter  
Walt Hansmann, President  
PO Box 33351  
Tulsa, OK 74153-3351

We have compiled the accompanying statement of financial position of Association for Talent Development – Tulsa Chapter (a nonprofit organization), as of December 31, 2018 and 2017 and the related statement of activities for the year then ended. We have not audited or reviewed the accompanying financial statements and accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standard for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there were no material modifications that should be made to the financial statements.

Management has elected to omit substantially all of the disclosures required by the accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Organization's financial position, and changes in net assets. Accordingly, these financial statements are not designed for those who are not informed about such matters.

*M&M Consulting Partners PLLC*

M&M Consulting Partners PLLC  
October 25, 2019

**ATD - TULSA CHAPTER**  
**Statement of Financial Position**  
**For the Year Ended December 31, 2018 and 2017**

	<u>2018</u>	<u>2017</u>
<u>Assets:</u>		
Cash	18,864	18,197
Accounts receivable - Net of allowance	1,943	897
Total Assets	<u>20,807</u>	<u>19,094</u>
<u>Liabilities and Net Assets:</u>		
Liabilities	-	-
Net assets without donor restrictions	20,807	19,094
Total Liabilities and Net Assets	<u>20,807</u>	<u>19,094</u>

SEE ACCOUNTANT'S COMPILATION REPORT

**ATD - TULSA CHAPTER**  
**Statement of Activities**  
**For the Year Ended December 31, 2018 and 2017**

	<u>2018</u>	<u>2017</u>
<u>Revenues:</u>		
Special event-training	5,840	12,388
Meeting sponsorship	1,000	7,250
Meeting fees	8,130	7,745
Membership dues	4,214	3,820
Other	1,237	1,158
Total Revenue	<u>20,421</u>	<u>32,361</u>
 <u>Expenses:</u>		
State conference	1,000	21,011
Meeting expenses	7,143	6,337
Membership expenses	159	-
National dues	1,341	2,235
Retreat	53	-
Leaders conference	3,346	1,531
Communications	2,596	885
Insurance	993	961
Other	2,077	884
Total expenses	<u>18,708</u>	<u>33,844</u>
Change in net assets	1,713	(1,483)
Net assets at beginning of year	19,094	20,577
Net assets at end of year	<u><u>20,807</u></u>	<u><u>19,094</u></u>

SEE ACCOUNTANT'S COMPILATION REPORT