

### **Call to Order**

A meeting of the NASBITE Board of Governors was called to order at 3:00 p.m. Eastern on Thursday, January 17, 2019 by President Leroy Lowe.

### **Roll Call & Confirmation of Quorum**

Kathy DeMarco, Executive Director, performed a roll call to establish attendance. A quorum for the purpose of voting was established. The following were in attendance via teleconference:

Leroy Lowe, President	Devorah Kauffman, CGBP Governance Council Chair
Larry Dill, Secretary/Treasurer	Maurice Kogon
Tammy Marquez-Oldham, Immediate Past President	Alberto Rodriguez-Baez
Jeanette Benson, Fellows Chair	Chris Schrage
Aleda Bourassa	Gabriel Shweiri
Amy Coon	Joyce Steffan
Dimy Doresca	Caroline Thompkins, Ex-Officio
Jim Foley	

Also in attendance:

Kathleen DeMarco, CAE, Executive Director

### **Management Reports**

- Reports were provided in advance of meeting and are attached.
- CGBP Metrics: Leroy reported that California Baptist University, an Educational Partner school, intends to sit 45 students for CGBP exam in 2019.
- CGBP Recertification & Membership Metrics: largest growth area is Educational Partners (9 month free membership): and Student Pathway membership (\$75/one-time fee good until graduation)
- Financial Metrics: Kathy DeMarco to review sponsorship revenue without re-allocation to other revenue categories (in 2018-2019 budget) and share update

### **Financial Report**

- Year-to-date Financial Statements were provided in advance of meeting and are attached
- Tax filings are being prepared for filing; a copy will be furnished to the Board of Governors

### **Board Development Report:**

- New BOG Orientation media being updated, will be provided to new BOG nominees
- A live orientation meeting via web conferencing will be scheduled in March
- Outreach underway with new BOG nominees re: attending April 12 BOG meeting

### **CGBP Governance Council Report:**

- Updated *CGBP Practice Delineation* has been finalized and posted to website
- Reviewed and revised email messaging to candidates who have failed more than once
- Annual psychometrician review completed; 12 exam items (questions) were marked as “performing poorly” and will be discussed by Governance Council during its January 28 meeting.
- Proposals received from eight Exam Administration services providers. Search Committee (a subset of the Governance Council) is reviewing/scoring proposals.

- Recruitment of new Governance Council members – no responses to invitation to join the GC. Will make plans to do face-to-face recruitment at Conference. Staff can also provide lists of Members based on demographic data for more “targeted” and personalized approach to recruitment.

### **CGBP Partner Network Task Team**

- Educational Partners:
  - Leroy reported that more than 100 schools have signed on as Educational Partners and are promoting the CGBP Student Pathway program
  - 25 schools currently have students enrolled as Student Pathway members.
  - There are about 90 students enrolled (goal for the year is 175).
  - Educational Partners Roundtable session planned for Annual Conference (Thurs. 4/11, 3:30-5:30pm)
    - Gabriel Shweiri will facilitate; topics to include:
      - Program Accreditation
      - Certified Trainers
      - Integration of Practice Delineation with curriculum
      - Getting funding for program
  - Weekly Study tutorials being emailed to Educational Partners and Pathway students
  - Online forum and “Ask the Expert” resources are not being well-used yet
  - January 30 – live informational webinar for students, led by Leroy and featuring a recent student CGBP
- Business Assistance Centers:
  - 90 SBDCs, ITAs expressed interest but engagement isn’t as great as with the schools
  - Business assistance centers need resources for building curriculum
  - Business Assistance Centers Roundtable session planned for the Annual Conference (Wed., April 10, 3:30-5:00 pm)
- MindEdge CGBP Exam Prep – courses available; pricing adjustments made
- FITTskills – independent reviewer has completed written reviews for three modules

### **Summit & Annual Conference**

- Summit:
  - 18 presenter slots to fill; currently, 11 Outstanding Exporter Honoree companies have committed to participate.
  - Follow-up continues to confirm the status of a number of “maybe” respondents, and outreach to new companies with nominations secured from District Export Councils (DECs) across the country.
  - Working with a number of regional partners to secure Honorees and attendees.
- Annual Conference:
  - Keynotes: Dimitris Kloussiadis is working to finalize three keynote speakers.
    - Aleda recommended Walter Kemmsies as a possible keynote speaker; Dimitris will contact him
  - Case Competition: 16 of the 18 team slots confirmed; deadline for team registration is Feb. 1<sup>st</sup>.
  - Awards: nominations are starting to come in. Deadline Feb. 15<sup>th</sup>.
  - Conference Sessions: full schedule will be announced soon. “Accepted” presentations are listed on the conference website.
  - Registration/Hotel Room block pickup starting to be reported; as of this meeting:
    - 158 room nights reserved (23% of total block; minimum is 80% or 546 room nights)
    - 18 registrations
    - Deadline for Early Bird registrations is March 15

### **Strategic Partnerships & Alliances Task Team**

- Eight software/market data providers have agreed to offer Member Discounts, and will be promoted to Members soon as new benefits
- Partnerships being explored with National Customs Brokers & Freight Forwarders Association (NCBFFA), American Association of Exporters and Importers (AAEI), National Manufacturers Association (NAM), Small Business Exporters Association (SBEA), and ASBDC; some of these may provide for “booth swaps” at each other’s conferences.

### **Membership Services & Marketing Task Team**

- Working on development of content for messaging to Members, CGBPs and other audiences, regarding the change in Membership (separation of Membership from CGBP) and regarding new member benefits (Member Discounts).
- Working on review of NASBITE.org website and updating information (not just Membership page).
- Task Team has a full-year schedule of communications planned to transition CGBPs to purchase memberships.

### **Social Media & Website Task Team**

- Working with Leroy to develop uniform way to communicate visually (style, language); developed procedure to create and position these posts
- Volunteers from the task team are producing CGBP profiles, with two new profiles to be posted soon
- Analytics for site traffic have been benchmarked and are being tracked
- The Task Team has a teleconference meeting planned for January 18<sup>th</sup>
- Alberto asked that all BOG members share/retweet NASBITE social media posts
- Overall goal is to engage via social media, drive traffic to website, and convert to purchases
- Last summer, web visits were approximately 5,000 to 6,000 unique visitors per month; now seeing 8,000-9,000 unique visitors per month
- Maurice recommended that social media posts focus not just on CGBP but on promoting membership as well

### **Stakeholder Relations and CGBP Issues Task Team**

- Jim Foley noted that information on working with ASBDC and NCBFFA was already reported under “Strategic Partnerships & Alliances” Task Team

### **Report from Fellows**

- Fellows working to support the 2019 Awards Program by soliciting nominations, especially for State Awards

### **Future EC and BOG Meetings:**

- The EC will meet on Thursday, February 21 at 3:00 pm Eastern via teleconference
- The EC will meet on Thursday, March 21 at 3:00 pm Eastern via teleconference
- The BOG will meet at the close of the 2019 Annual Conference, on Friday, April 12, 2019 from 8:00 am to 4:00 pm in Savannah, GA

### **Adjourn**

A motion was made, seconded and carried to adjourn the meeting of the NASBITE Board of Governors.

Respectfully submitted,

Kathleen A. DeMarco, CAE  
Executive Director



**NASBITE International**  
**Board of Governors Meeting Minutes**  
**January 17, 2019**  
**Teleconference Meeting**



*Attachments:*

- Agenda
- Management Reports
- FY 2018-2019 Preliminary Financial Statements, period ending 12/31/2018
- Budget projections and expense-to-budget report (through 12/31/2018)



## Board of Governors Meeting January 17, 2019

3:00 p.m. Eastern / 2:00 p.m. Central / 1:00 p.m. Mountain / 12:00 p.m. Pacific

### Teleconference Instructions:

Dial In from US and Canada\* is **(712) 770-4010**

Access Code is **949 518#**

\***Canadian Callers** may need to first dial in to **(559) 546-1400**, then follow instructions for accessing the call

\***International Callers:** See attached for alternate access numbers

### Agenda

- 1) **Call to Order; Roll Call & Confirmation of Quorum**  
Leroy Lowe, President  
Kathy DeMarco, Executive Director
- 2) **Management Reports:**  
Kathy DeMarco
  - a) CGBP and Membership Statistics
  - b) Certification Exam Statistics
  - c) Financial Metrics (Six Months' activity, through December 31, 2018)
- 3) **Financial Report**  
Larry Dill, Treasurer
  - a) Year-to-Date preliminary financial reports
  - b) Budget Projections & Percent-to-Budget report
- 4) **Vision 2020 Plan Task Teams: Action Plan Development Updates/Reports:**  

a) CGBP Governance Council	Devorah Kauffman
b) CGBP Partner Network Task Team	Leroy Lowe/Jackie Rasmussen
c) CGBP Exam Prep (Training Resources)	Kathy DeMarco
d) Summit & Conference Task Team	Sarah Singer/Kathy DeMarco
e) Strategic Partnerships & Alliances Task Team	Leroy Lowe
f) Membership Services & Marketing Task Team	Colette Hart
g) Social Media & Website Task Team	Alberto Rodriguez-Baez
h) Stakeholder Relations and CGBP Issues Task Team	Jim Foley
i) Board Development Task Team/Mentor Program	Aleda Bourassa/Amy Coon
j) Report from Fellows	Jeanette Benson
- 5) **New Business/Parking Lot**
- 6) **Future EC and BOG Meetings:**  
Kathy DeMarco
  - a) Thursday, February 21, 2019 at 3PM Eastern – EC Meeting
  - b) Thursday, March 21, 2019 at 3PM Eastern – EC Meeting
  - c) Friday, April 12, 2019 from 8:00AM to 4:00 PM – **BOG Meeting** – Savannah, Georgia

### 7) Adjourn

**Board of Governors' Resource Web Page Link:**

<http://nasbite.org/nasbite-board-of-governors-information-resources/>

## NASBITE Teleconference Access Code: 949 518

As of June 25, 2018.

Connect across the globe. Provide participants with a local in-country dial-in number from any of the 66 countries listed below.

Albania +355 4 454 1720	Latvia +371 67 881 772
Algeria +213 98 221 05 01	Lithuania +370 46 268637
Argentina +54 341 527-2981	Luxembourg +352 20 30 10 97
Australia +61 2 8077 0511	Malawi +265 212 342 001
Austria +43 1 2650517	Malaysia +60 11-1146 0028
Bahrain +973 6500 9122	Malta +356 2031 0003
Belgium +32 71 69 31 18	Mexico +52 899 274 8318
Brazil +55 11 4230-1803	Netherlands +31 6 56251805
Bulgaria +359 2 495 1568	New Zealand +64 6-928 7524
Cambodia +855 96 696 7641	Nigeria +234 1 227 8503
Chile +56 44 890 9317	Norway +47 21 93 53 47
Colombia +57 6 7334207	Pakistan +92 21 37130644
Costa Rica +506 4090 1312	Panama +507 838-7854
Croatia +385 1 8000 068	Poland +48 22 116 80 18
Cyprus +357 77 788863	Portugal +351 21 114 3137
Czech +420 225 852 063	Romania +40 31 780 7026
(in-country format: 225 852 063)	Russian Federation +7 499 371-06-90
Denmark +45 78 77 25 41	Singapore +65 3138 9204
Dominican Republic +1 829-239-8012	Slovakia +421 2/333 255 51
Estonia +372 614 8078	Slovenia +386 1 828 03 26
Finland +358 9 74790083	South Africa +27 87 825 0131
France +33 7 55 51 17 42	South Korea +82 70-7686-0603
Georgia +995 706 777 093	Spain +34 857 80 11 03
Germany +49 209 88294402	Sri Lanka +94 115 896 977
Guatemala +502 2458 1426	Sweden +46 8 124 105 81
Hungary +36 1 987 6876	Switzerland +41 44 595 90 23
Iceland +354 539 0327	Taiwan +886 985 646 962
India +91 172 519 9042	Tanzania +255 41 120 1060
Ireland +353 1 437 3276	Turkey +90 212 988 17 43
Israel +972 76-599-0023	Ukraine +380 94 710 3326
Italy +39 011 092 0918	United Arab Emirates +971 600 521256
Japan +81 3-5050-5068	United Kingdom +44 330 998 1227
Kenya +254 20 7653254	United States +1 712-770-4010
Kosovo +381 38 413906	



## NASBITE International Management Report - January 2019

### CGBP Metrics

	<u>Registered</u>	<u>Tested</u>	<u>No-Shows</u>	<u>Passed</u>	<u>Pass Rate</u>	<u>No-Show Rate</u>
August 2014	58	52	6	27	52%	10%
December 2014	69	53	16	31	58%	23%
March 2015	45	35	10	16	46%	22%
June 2015	59	47	12	24	51%	20%
<b>2014-15 FY:</b>	<b>231</b>	<b>187</b>	<b>44</b>	<b>98</b>	<b>52%</b>	<b>19%</b>
August 2015	53	44	9	24	55%	17%
December 2015	101	84	17	46	55%	17%
March 2016	38	25	13	18	72%	34%
June 2016	57	39	18	26	67%	32%
<b>2015-16 FY:</b>	<b>249</b>	<b>192</b>	<b>57</b>	<b>114</b>	<b>62%</b>	<b>25%</b>
September 2016	32	29	3	16	55%	9%
December 2016	73	61	12	29	48%	16%
March 2017	34	28	6	10	36%	17%
June 2017	34	31	3	17	55%	8%
<b>2016-17 FY:</b>	<b>173</b>	<b>149</b>	<b>24</b>	<b>72</b>	<b>48%</b>	<b>13%</b>
September 2017	28	21	7	12	57%	25%
December 2017	66	53	13	25	47%	19%
March 2018	32	22	10	16	73%	31%
June 2018	40	33	6	18	55%	15%
<b>2017-18 FY:</b>	<b>166</b>	<b>129</b>	<b>36</b>	<b>71</b>	<b>55%</b>	<b>22%</b>
September 2018	26	24	2	14	58%	8%
November 2018	36	33	3	17	52%	8%
March 2019	17					
June 2019	1					
<b>2018-2019 FY:</b>	<b>80</b>	<b>57</b>	<b>5</b>	<b>31</b>	<b>55%</b>	<b>8%</b>

**TOTAL CGBPs Awarded: 2,053**



## NASBITE International Management Report - January 2019

### CGBP Recertification and Membership Renewal Metrics

	<u>Jan. 2019</u>	<u>Nov. 2018</u>	<u>Jan. 2018</u>
<b>CGBPs - Currently Fully Certified</b>			
CGBPs who passed exam within past 18 months, and CGBPs who were required to, and have, fully recertified for year listed	<b>235</b>	<b>514</b>	<b>270</b>
CGBPs due to recertify in current year, but not yet fully recertified:	<b>134</b>	<b>139</b>	<b>326</b>
<b>TOTAL CURRENT CGBPs:</b>	<b>369</b>	<b>653</b>	<b>596</b>
CGBPs due to recertify in prior year, but not recertified:	<b>303</b>	<b>174</b>	<b>183</b>
<b>CGBPs - EXPIRED</b> - recertification requirements not fulfilled as of:	<b>Jan. 2019</b>	<b>Nov. 2018</b>	<b>Jan. 2018</b>
Submitted payment only:	158	94	168
Submitted CEUs only:	3	2	3
Submitted partial CEUs only:	1	2	2
Submitted payment and partial CEUs:	65	28	77
Submitted neither payment nor CEUs:	318	165	176
CGBPs expired (2016-2018):	<u>1,414</u>	<u>1,242</u>	<u>1,245</u>
<b>TOTAL:</b>	<b>1,959</b>	<b>1,533</b>	<b>1,671</b>
<b>Institutional Memberships: five or more individuals</b>	<i>\$125/person</i>	<i>\$495/year</i>	<i>\$495/year</i>
Current (dues paid and membership current):	2	4	6
Current (dues payable, but not yet invoiced and/or paid)	<u>2</u>	<u>2</u>	<u>13</u>
<b>TOTAL:</b>	<b>4</b>	<b>6</b>	<b>19</b>
Historical Expirations (former members with dues delinquent >12 months):	9	9	
<b>Institutional Memberships: two to four individuals</b>	<i>\$135/person</i>	<i>\$285/year</i>	<i>\$285/year</i>
Current (dues paid and membership current):	1	2	2
Current (dues payable, but not yet invoiced and/or paid)	<u>2</u>	<u>1</u>	<u>5</u>
<b>TOTAL:</b>	<b>3</b>	<b>3</b>	<b>7</b>
Historical Expirations (former members with dues delinquent >12 months):	5	5	
<b>Educational Partner Memberships (\$0/9 months):</b>			
<b>TOTAL:</b>	<b>49</b>	<b>45</b>	<b>NA</b>
<b>Individual Memberships:</b>	<i>\$149/year</i>	<i>\$95/year</i>	<i>\$95/year</i>
Current (dues paid and membership current):	30	32	19
Current (dues payable, but not yet invoiced and/or paid)	<u>3</u>	<u>4</u>	<u>66</u>
<b>TOTAL:</b>	<b>33</b>	<b>36</b>	<b>85</b>
Historical Expirations (former members with dues delinquent >12 months):	64	61	
<b>Student Memberships:</b>	<i>\$25/year</i>	<i>\$25/year</i>	<i>\$25/year</i>
Current (dues paid and membership current):	4	4	7
Current (dues payable, but not yet invoiced and/or paid)	<u>1</u>	<u>5</u>	<u>52</u>
<b>TOTAL:</b>	<b>5</b>	<b>9</b>	<b>59</b>
Historical Expirations (former members with dues delinquent >12 months):	55	51	
<b>Student Pathway Memberships:</b>	<i>\$75 - 2-year membership</i>		
Current (dues paid and membership current):	57	25	NA
Current (dues payable, but not yet invoiced and/or paid)	<u>8</u>	<u>17</u>	<u>NA</u>
<b>TOTAL:</b>	<b>65</b>	<b>42</b>	<b>NA</b>
Historical Expirations (former members with dues delinquent >12 months):	0	0	NA
<b>Lifetime Memberships:</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>TOTAL:</b>	<b>486</b>	<b>756</b>	<b>773</b>



## **NEW MEMBERSHIPS:**

### **26 New Memberships since November 2018:**

#### **New INDIVIDUAL Memberships:**

Joe Perez, Independent Contractor

#### **New STUDENT Memberships:**

Michelle Hailey, MLH Consulting

#### **New STUDENT PATHWAY Memberships:**

Manuel Aguilar, University of Colorado Denver

Tanner Calhoun, University of Colorado Denver

Kara Loveday, University of Colorado Denver

Alison Medina, University of Colorado Denver

Scott Vincent, University of Colorado Denver

Liliana Ferrua Villeneuve, University of Colorado Denver

Alexandra Goldberg, University of Colorado Denver

Abby Wiebler, Washburn University

Emma Jones, Ithaca College

Ana Carolina Vela, Universidad de la Sabana

Jordan Barnes, University of Washington

Brendan Harris, University of Washington

Madison Weinman, University of Washington

Ben Weymiller, University of Washington

Catherine Yin, University of Washington

Jabril Billingsley, Houston Community College

Kelsey Chuang, University of Washington

Jasmine Louie, University of Washington

Taylor Tran, University of Washington

Yoojoo Jim, University of Washington

#### **New EDUCATIONAL PARTNER Enrollments:**

Governors State University (IL)

Austin Community College (TX)

Finlandia University (MI)

Univeristy of Oklahoma (OK)

## **Suspended Members Pending Termination**

Elaine Phillips, University of Alabama International Trade Center (Individual, Approved 7/23/18, Unpaid)

Derreka, City of Gary Planning & Redevelopment (Individual, Approved 9/10/18, Unpaid)

Thierry Brusselle, Chaffey College (Individual, Approved 9/18/18, Unpaid)



## NASBITE International Management Report - January 2019

### Financial Metrics

*Preliminary Activity for Six Months (through December 31, 2018) of FY Ending June 30, 2019:*

#### Current Assets:

PNC Checking Account	\$13,030
PNC Money Market Account	\$66,600
<b>TOTAL CURRENT ASSETS:</b>	<b>\$79,630</b>

#### Current Revenues:

	This Month	YTD	Budgeted	% to budget
CGBP	\$12,953	\$46,455	\$97,025	48%
Conference	\$9,010	\$13,590	\$126,540	11%
Sponsorships	\$2,500	\$2,500	\$36,045	7%
Advertising (from Sponsorships)	\$0	\$0	\$4,475	0%
Membership Dues	\$2,275	\$9,515	\$14,293	67%
Other (Webinars, Apparel, Interest, etc.)	\$9	\$265	\$200	133%
<b>TOTAL REVENUES:</b>	<b>\$26,747</b>	<b>\$72,325</b>	<b>\$278,578</b>	<b>26%</b>

#### Current Expenses:

	This Month	YTD	Budgeted	% to budget
CGBP	\$2,075	\$15,010	\$36,325	41%
Conference	\$0	\$494	\$113,332	0%
Partner Relations	\$0	\$42	\$1,500	3%
BOG Expenses	\$0	\$5,531	\$5,000	111%
Marketing/Website	\$343	\$1,992	\$4,760	42%
Administrative	\$8,891	\$53,613	\$112,311	48%
<b>TOTAL EXPENSES:</b>	<b>\$11,309</b>	<b>\$76,682</b>	<b>\$273,228</b>	<b>28%</b>

<b>NET INCREASE/DECREASE:</b>	<b>\$15,438</b>	<b>-\$4,357</b>	<b>\$5,350</b>	<b>-81%</b>
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**NASBITE International**  
**Statement of Financial Position**  
**December 31, 2018**

ASSETS

Current Assets

Checking / Savings

1003-00	PNC Checking	\$ 13,030
1005-00	PNC Money Market	66,600

Total Current Assets 79,630

Other Assets/Investments

1054-00	Prepaid Management Fee & Exp	8,000
1200-00	Accounts Receivable	7,545
1300-05	Computers & Printers	3,197
1300-07	Accumulated Dep - Comp	(3,197)
1400-00	CGBP Exam Preparation	43,752
1410-00	Accumulated Amortization -Exam	(43,752)

Total Other Current Assets 15,545

**TOTAL ASSETS** **\$ 95,175**

LIABILITIES & NET ASSETS

Current Liabilities

2400-00	Deferred CGBP	\$ 2,765
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Total Current Liabilities 2,765

**TOTAL LIABILITIES** **2,765**

Net Assets

3999-00	Unrestricted Net Assets	96,767
	Net Income	(4,357)

**TOTAL NET ASSETS** **92,410**

**TOTAL LIABILITIES & NET ASSETS** **\$ 95,175**

NASBITE International  
Statement of Activities  
Six Months Ending December 31, 2018

		<b>Current Month</b>		<b>YTD Actual</b>		<b>Budget</b>		<b>YTD Variance</b>
<b>Revenues</b>								
4000-00	Membership	\$ 2,275	\$	9,515	\$	14,293		(4,778)
4100-00	Conference Revenue	9,010		13,590		126,540		(112,950)
4200-00	Sponsorships	2,500		2,500		36,045		(33,545)
4400-00	Advertising Revenue	0		0		4,475		(4,475)
4500-00	CGBP Revenue	12,953		46,455		97,025		(50,570)
4600-00	Webinars	0		175		0		175
4905-00	Apparel	9		90		200		(110)
	<b>Total</b>	<b>26,747</b>		<b>72,325</b>		<b>278,578</b>		<b>(206,253)</b>
<b>Expenses</b>								
5100-00	Conference Expenses	0		494		113,332		112,838
5800-00	CGBP Expense	2,075		15,010		36,325		21,315
7000-00	Partner Relations Expense	0		42		1,500		1,458
8100-00	BOG Expenses	0		5,531		5,000		(531)
8600-07	Marketing Collateral & Dev	0		200		1,000		800
8600-17	Website Development/Maint	238		1,162		2,500		1,338
8600-20	Zoom Webinar Fees	105		630		1,260		630
9000-00	Administrative Expenses	8,891		53,613		112,311		58,698
	<b>Total Expenses</b>	<b>11,309</b>		<b>76,682</b>		<b>273,228</b>		<b>196,546</b>
	<b>Net Increase (Decrease)</b>	<b>\$ 15,438</b>	<b>\$</b>	<b>(4,357)</b>	<b>\$</b>	<b>5,350</b>		<b>9,707</b>

NASBITE International  
Statement of Cash Flow  
Six Months Ended December 31, 2018

	Current Month	Year to Date
Cash Flows from operating activities		
Net Income	\$ 15,437.88	\$ (4,357.06)
Adjustments to reconcile net revenue to net cash provided by operating activities		
PPD Insurance	0.00	1,361.00
PPD Conference	0.00	392.66
Accounts Receivable	(3,485.00)	(6,895.00)
Deferred CGBP	0.00	(795.00)
	<u>(3,485.00)</u>	<u>(5,936.34)</u>
Total Adjustments	(3,485.00)	(5,936.34)
Net Cash provided by Operations	<u>11,952.88</u>	<u>(10,293.40)</u>
Cash Flows from investing activities		
Used For		
Net cash used in investing	<u>0.00</u>	<u>0.00</u>
Cash Flows from financing activities		
Proceeds From		
Used For		
Net cash used in financing	<u>0.00</u>	<u>0.00</u>
Net increase <decrease> in cash	<u>\$ 11,952.88</u>	<u>\$ (10,293.40)</u>
Summary		
Cash Balance at End of Period	\$ 79,630.36	\$ 79,630.36
Cash Balance at Beg of Period	<u>(67,677.48)</u>	<u>(89,923.76)</u>
Net Increase <Decrease> in Cash	<u>\$ 11,952.88</u>	<u>\$ (10,293.40)</u>

**NASBITE International**  
**Statement of Activities - Annual Conference**  
**Six Months Ending December 31, 2018**

	<b>Current Month</b>	<b>YTD Actual</b>	<b>Budget</b>	<b>YTD Variance</b>
<b>Revenues</b>				
4100-02	Opening Reception Guests	\$ 0	\$ 0	\$ 250 (250)
4100-03	Registration	3,570	4,165	89,490 (85,325)
4100-05	Registration - Student	0	0	1,450 (1,450)
4100-07	Registration - Day Rate	0	0	6,075 (6,075)
4100-08	Case Competition Team Fee	4,500	8,250	5,250 3,000
4100-12	Summit Registration Fees	940	1,175	19,230 (18,055)
4100-13	CGBP Pre Conference Boot	0	0	3,950 (3,950)
4100-15	Pre-Conference Workshops	0	0	570 (570)
4100-31	Reception Guests	0	0	275 (275)
4200-03	Sponsorships	2,500	2,500	36,045 (33,545)
	<b>Total Revenues</b>	<b>11,510</b>	<b>16,090</b>	<b>162,585 (146,495)</b>
<b>Expenses</b>				
5100-03	Attendee Gifts	0	0	1,000 1,000
5100-05	Audio Visual	0	0	14,071 14,071
5100-07	Awards	0	0	300 300
5100-11	BOG Meeting Meals	0	0	2,269 2,269
5100-16	Boot Camps/Workshops	0	0	1,314 1,314
5100-25	Food & Beverage	0	0	81,928 81,928
5100-45	Exporter Summit Expenses	0	0	1,500 1,500
5100-49	Presenter Gifts & Sweepsta	0	0	1,650 1,650
5100-61	Staff Travel-Site Inspection	0	393	0 (393)
5100-63	Shipping Costs	0	0	1,000 1,000
5100-75	Staff Travel-Conference	0	0	4,800 4,800
5100-83	Student Case Competition	0	101	1,500 1,399
5100-85	Supplies & Activities	0	0	2,000 2,000
	<b>Total Expenses</b>	<b>0</b>	<b>494</b>	<b>113,332 112,838</b>
	<b>Increase (Decrease)</b>	<b>\$ 11,510</b>	<b>\$ 15,596</b>	<b>\$ 49,253 33,657</b>

**NASBITE International**  
**Statement of Activities - CGBP**  
**Six Months Ending December 31, 2018**

		<b>Current Month</b>	<b>YTD Actual</b>	<b>Budget</b>	<b>YTD Variance</b>
<b>Revenues</b>					
4500-03	CGBP Exam	\$ 1,585	\$ 31,260	\$ 65,175	(33,915)
4500-07	CGBP Practice Exam	93	906	3,000	(2,094)
4500-21	CGBP Plaques and Awards	0	314	700	(386)
4500-39	CGBP Program Accreditati	3,600	3,600	4,000	(400)
4500-41	CGBP Trainer Certification	0	0	2,700	(2,700)
4500-45	CGBP Recertification	7,675	10,375	18,450	(8,075)
4500-49	CGBP Approved Recertific	0	0	500	(500)
4500-52	CGBP Training Matl. Royal	0	0	2,500	(2,500)
	<b>Total Revenues</b>	<b>12,953</b>	<b>46,455</b>	<b>97,025</b>	<b>(50,570)</b>
<b>Expenses</b>					
5800-21	Marketing	0	0	800	800
5800-31	Online Practice Exam	30	105	800	695
5800-51	Vendor Annual Contract	2,000	12,000	24,000	12,000
5800-55	Vendor Exam Admin	45	1,905	8,225	6,320
5800-60	CGBP Training Matl. Revie	0	1,000	2,500	1,500
	<b>Total Expenses</b>	<b>2,075</b>	<b>15,010</b>	<b>36,325</b>	<b>21,315</b>
	<b>Increase (Decrease)</b>	<b>\$ 10,878</b>	<b>\$ 31,445</b>	<b>\$ 60,700</b>	<b>29,255</b>

**NASBITE International**  
**Statement of Activities - Membership**  
**Six Months Ending December 31, 2018**

		Current Month	YTD Actual	Budget	YTD Variance
<b>Revenues</b>					
4000-03	Membership Corporations	\$ 1,485	\$ 1,485	\$ 1,620	(135)
4000-05	Membership Group	0	0	720	(720)
4000-07	Membership Individual	190	1,330	5,215	(3,885)
4000-08	Membership Student	0	50	175	(125)
4000-10	Student Pathway Member	600	6,650	6,563	87
		<hr/>	<hr/>	<hr/>	<hr/>
	<b>Total Revenues</b>	\$ <u>2,275</u>	\$ <u>9,515</u>	\$ <u>14,293</u>	<u>(4,778)</u>



**NASBITE International**  
**Statement of Activities - Board of Governors**  
**Six Months Ending December 31, 2018**

	<b>Current Month</b>	<b>YTD Actual</b>	<b>Budget</b>	<b>YTD Variance</b>
<b>Expenses</b>				
8100-07 BOG Fall Meeting F&B	\$ 0	\$ 3,028	\$ 3,000	(28)
8100-09 BOG Fall Meeting Staff Tra	0	2,503	2,000	(503)
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Expenses</b>	<b>\$ 0</b>	<b>\$ 5,531</b>	<b>\$ 5,000</b>	<b>(531)</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**NASBITE International**  
**Statement of Activities - Partner Relations**  
**Six Months Ending December 31, 2018**

	<b>Current Month</b>	<b>YTD Actual</b>	<b>Budget</b>	<b>YTD Variance</b>
<b>Expenses</b>				
7000-00 Partner Relations Expense	\$ 0	\$ 0	\$ 0	0
7000-03 Dues/Conference	0	42	1,000	958
7000-11 Other / Travel	0	0	500	500
	<u>0</u>	<u>42</u>	<u>1,500</u>	<u>1,458</u>
<b>Total Expenses</b>	<b>\$ 0</b>	<b>\$ 42</b>	<b>\$ 1,500</b>	<b>1,458</b>

**NASBITE International**  
**Statement of Activities - Administration**  
**Six Months Ending December 31, 2018**

	<b>Current Month</b>	<b>YTD Actual</b>	<b>Budget</b>	<b>YTD Variance</b>
<b>Expenses</b>				
9004-00 Accounting	\$ 0	\$ 0	\$ 1,800	1,800
9011-00 Bank / Credit card Fees	642	1,583	6,250	4,667
9013-00 Sponsor. Revenue Comm.	0	0	2,475	2,475
9030-00 Insurance D & O	0	1,361	1,361	0
9031-00 Insurance General Liability	0	525	475	(50)
9037-00 Legal Fees / Expenses	0	204	200	(4)
9039-00 Miscellaneous Exp	0	93	500	407
9051-00 Postage	12	424	500	76
9059-00 Staff & Administrative Sup	8,000	48,000	96,000	48,000
9065-00 Storage	16	50	150	100
9073-00 Telephone	221	1,373	2,600	1,227
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Expenses</b>	<b>\$ 8,891</b>	<b>\$ 53,613</b>	<b>\$ 112,311</b>	<b>58,698</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>



2018-2019 BUDGET	2018-2019 Year-to-Date (through December 31, 2018)	% of budget	2018-2019 PROJECTED YEAR-END	Notes 2018-2019 budget notes
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Conference Revenue						
4100-02	Opening Reception Guests	250	0	0%	250	
4100-03	Conference Registration	89,490	4,165	5%	104,125	Budget based on actual 2018 attendance and includes <b>allocated sponsorships and combined Conference/Summit Registrations</b>
4100-05	Student Conference Registration	1,450	0	0%	1,750	Included in Day rate registrations
4100-07	Day rate	6,075	0	0%	5,125	
4100-08	Case Competition Team Fees	5,250	8,250	157%	6,750	9 teams @ \$750/team
4100-12	Summit	19,230	1,175	6%	23,500	Based on 50 "Summit Only" registrants and 50 "Conference+Summit" @ \$195 each
4100-13	CGBP Pre-Conference Boot Camp	3,950	0	0%	3,950	
4100-15	Pre-Conference Workshops	570	0	0%	950	
4100-31	Closing Reception Guests	275	0	0%	275	
<b>Subtotal: Conference Revenue</b>		<b>126,540</b>	<b>13,590</b>	<b>11%</b>	<b>146,675</b>	

Sponsorship/Partnership Revenue						
4200-03	Sponsorships/Partnership Fees	36,045	2,500	7%	36,045	Based on \$25,520 from prior year plus \$15,000. Total anticipated Partnership/sponsorship payments is \$60,000, portions of which are to be allocated to Conference Registration, Summit Registration, CGBP exam fees, membership fees, and advertising.
<b>Subtotal: Sponsorships/Partnership Revenue</b>		<b>36,045</b>	<b>2,500</b>	<b>7%</b>	<b>36,045</b>	

Membership Revenue						
4000-03	Corporate/Institutional Membership @ \$495 each	1,620	1,485	92%	1,620	4 @ \$495 - NEW DUES STRUCTURE: 6 (group) - need to reconfirm number of people
4000-05	Group Membership	720	0	0%	720	3 @ \$285 - NEW DUES STRUCTURE: 3 (group) - need to reconfirm number of people
4000-07	Individual Membership (non-CGBP) @ \$95	5,215	1,330	26%	5,215	25 @ \$95 - NEW DUES STRUCTURE: 35 @ \$149 (\$5,215) + new CGBPs: 25% (40) @ \$149 (\$5,960) - <b>total potential \$11,175</b>
4000-08	Student Membership @ \$25 each	175	50	29%	175	7 @ \$25
4000-10	Student Pathway Membership @ \$75 each	6,563	6,650	101%	6,563	175 x \$75 (25 schools, 7 students/school = 175 students) (50% USED)
<b>Subtotal: Membership Revenue</b>		<b>14,293</b>	<b>9,515</b>	<b>67%</b>	<b>14,293</b>	

CGBP Revenue						
4500-03	CGBP Exam Fees	65,175	31,260	48%	65,175	Projection of full-fee exam candidates: 165 @ \$395  Fees: \$395 - regular Exam Fee \$195 - Student Pathway Member discount Exam Fee \$150 - Failed Retake Exam Fee \$100 - No-show Retake Exam Fee
4500-07	CGBP Practice Exam Fees	3,000	906	30%	3,000	
4500-21	CGBP Plaques and Awards	700	314	45%	700	
4500-39	Program Accreditation Fees	4,000	3,600	90%	4,000	
4500-41	CGBP Trainer Certification Fees	2,700	0	0%	2,400	9 CTs will renew 1/1/2019
4500-45	CGBP Recertification Fees	18,450	10,375	56%	18,450	369 renewals (current CGBPs renewing in 2019)
4500-49	CGBP Approved Recertification Program Fees	500	0	0%	500	
4500-52	CGBP Training Materials Royalties	2,500	0	0%	2,500	Royalties on CGBP Training Materials (MindEdge, FITTskills)
<b>Subtotal: CGBP Revenue</b>		<b>97,025</b>	<b>46,455</b>	<b>48%</b>	<b>96,725</b>	

Other Revenue						
4911-00	Apparel	200	90	45%	200	
4400-00	Advertising (as part of Sponsorship Benefits)	4,475	0	0%	4,475	
4400-05	Conference "Commercial Demo" Session Fees	0	0	0%		\$1,500 (or other negotiated arrangement) for Commercial Demo presentation at
4600-00	Webinar Fees (Non-Members)	0	175		175	
<b>Subtotal: Other Revenue</b>		<b>4,675</b>	<b>265</b>	<b>6%</b>	<b>4,850</b>	

<b>Total Revenue</b>		<b>278,578</b>	<b>72,325</b>	<b>26%</b>	<b>298,588</b>	
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**Conference Expense**



		2018-2019 BUDGET	2018-2019 Year-to-Date (through December 31, 2018)	% of budget	2018-2019 PROJECTED YEAR-END	Notes 2018-2019 budget notes
5100-03	Attendee Gifts (200 @ \$10)	1,000	0	0%	1,000	
5100-05	Audio visual/Technology:	14,071	0	0%	14,227	Internet is comp with 80% block pickup in 2019 <b>NOTE: may need funding for 1 laptop charging cable (\$100) and 1 LCD projector repair or replacement (must send to Casio for evaluation -- recommend replacing with new equipment - approximately \$1,000)</b>
5100-07	Awards	300	0	0%	300	
5100-11	BOG Meeting meals	2,269	0	0%	2,269	
5100-16	Boot Camps/Workshops	1,314	0	0%	1,314	Breaks \$1,313.53
5100-25	Conference F&B (includes Summit & Conference for 2018-19)	81,928	0	0%	83,241	Includes all Preconference, Summit & Conference F&B and service charges/taxes
5100-45	Summit expenses	1,500	0	0%	1,500	\$1,500 - Plaques, Certificates (F&B is included in Conference F&B expense line)
5100-51	Program guides - Design and Duplicating	1,650	0	0%	1,650	
5100-63	Shipping costs	1,000	0	0%	1,000	
5100-75	Staff Travel: Conference	4,800	393	8%	4,800	Use for 2018-2019 - do not use -76, -77, -78 any more
5100-83	Student Case Competition*	1,500	101	7%	1,500	<b>May need to add some comp room nights for judges?</b>
5100-85	Onsite supplies & Activities	2,000	0	0%	2,000	Miscellaneous and badges, ribbons, President's Reception, signage
<b>Subtotal: Conference Expense</b>		<b>113,332</b>	<b>494</b>	<b>0%</b>	<b>114,801</b>	
<b>Partner Relations Expense</b>						
7000-03	Memberships, Dues, & Subscriptions/ Conference Attendance	1,000	42	4%	1,000	FITT dues; ASBDC trade show travel/expenses
7000-11	Other/Travel	500	0	0%	500	
<b>Subtotal: Partner Relations Expense</b>		<b>1,500</b>	<b>42</b>	<b>3%</b>	<b>1,500</b>	
<b>Marketing &amp; Website Expense</b>						
8600-07	Marketing Collateral and Development	1,000	200	20%	1,000	
8600-17	Website Development and Monthly Domain Hosting	2,500	1,162	46%	2,500	<b>Funding required to re-develop phase III pages (main site)</b>
8600-20	Zoom Webinar Platform - Monthly Fees	1,260	630	50%	1,260	
<b>Subtotal: Marketing &amp; Website Expense</b>		<b>4,760</b>	<b>1,992</b>	<b>42%</b>	<b>4,760</b>	
<b>CGBP Expense</b>						
5800-21	CGBP Marketing	800	0	0%	800	
5800-31	CGBP Online Practice Exam (20 @ \$40)	800	105	13%	800	Based on current activity - does not take into account Practice Exam vouchers given to Student Pathway users
5800-51	Vendor Annual Contract	24,000	12,000	50%	24,000	
5800-55	Vendor Exam Admin	8,225	1,905	23%	8,225	Projection for exam candidates: 165 @ \$45 + \$800
5800-60	Training Material Review Fees	2,500	1,000	40%	2,500	
<b>Subtotal: CGBP Expense</b>		<b>36,325</b>	<b>15,010</b>	<b>41%</b>	<b>36,325</b>	
<b>EC &amp; BOG Expense</b>						
8100-07	BOG Fall Meeting - F&B	3,000	3,028	101%	3,028	
8100-09	BOG Fall meeting - Staff travel	2,000	2,503	125%	2,503	
<b>Subtotal: EC &amp; BOG Expense</b>		<b>5,000</b>	<b>5,531</b>	<b>111%</b>	<b>5,531</b>	
<b>Administrative, Overhead, Other Expense</b>						
9004-00	Accounting Services	1,800	0	0%	1,800	Engagement for 2017-2018 FY tax prep is not greater than \$1,800
9011-00	Bank/Credit Card Transaction Fees	6,250	1,583	25%	6,250	
9030-00	Insurance - Directors and Officers	1,361	1,361	100%	1,361	
9031-00	Insurance - General Liability	475	525	111%	475	
9037-00	Legal Fees & Expenses	200	204	102%	200	
9039-00	Miscellaneous Admin Expense	500	93	19%	500	
9053-00	Postage and Shipping	500	424	85%	500	
9059-00	Staffing & Administrative Support (SMG Management Fees)	96,000	48,000	50%	96,000	
9065-00	Storage Fees (Offsite)	150	50	33%	150	
9073-00	Telephone	2,600	1,373	53%	2,600	



	2018-2019 BUDGET	2018-2019 Year-to-Date (through December 31, 2018)	% of budget	2018-2019 PROJECTED YEAR-END	Notes 2018-2019 budget notes
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9013-00	Commission on Sponsorship Revenue Increase	2,475	0	0%	2,475	15% of increase over prior year (\$16,500/\$60,000)
	<b>Administrative, Overhead, Other Expense</b>	<b>112,311</b>	<b>53,613</b>	<b>48%</b>	<b>112,311</b>	
<b>Total Expenses</b>		<b>273,228</b>	<b>76,682</b>	<b>28%</b>	<b>275,228</b>	
<b>Change In Net Assets</b>		<b>5,350</b>	<b>-4,357</b>	<b>-81%</b>	<b>23,360</b>	

# NASBITE International

## Statement of Activities

December 31, 2018

	<u>2018-2019</u>	<u>2017-2018</u>	<u>2016-2017</u>	<u>2015 - 2016</u>
<b>Revenues</b>				
4100-00 Conference Reg Revenue	13,590	126,540	111,481	124,625
4200-00 Conference Sponsorships	2,500	25,520	16,328	11,000
4000-00 Membership Revenue	9,515	6,680	8,675	4,720
4400-00 Advertising Revenue		4,475	900	
4500-00 CGBP Revenue	46,455	87,273	104,784	102,039
4600-00 Other Revenue	175		170	1,039
4905-00 Apparel	90	240	386	0
4997-00 Refunds			0	0
<b>Total Revenue</b>	<b>\$ 72,325</b>	<b>\$ 250,728</b>	<b>\$ 242,724</b>	<b>\$ 243,424</b>
<b>Expenses</b>				
5100-00 Conference	494	111,130	78,586	99,454
5800-00 CGBP	15,010	31,355	32,848	56,651
5800-09 Amortization			12,084	
6100-00 Executive Director			0	57,405
7000-00 Partner Relations	42	950	177	1,670
8100-00 EC & BOG	5,531	6,296	7,488	5,440
8600-00 Marketing & Website	1,992	3,700	4,586	7,936
9000-00 Administrative, Overhead	53,613	115,451	116,845	56,054
9980-00 Write off Brochures			0	3,791
9980-00 Write off Merchandise			0	5,204
<b>Total Expenses</b>	<b>\$ 76,682</b>	<b>\$ 268,882</b>	<b>\$ 252,614</b>	<b>\$ 293,605</b>
<b>Change in Net Assets</b>	<b>\$ (4,357)</b>	<b>\$ (18,154)</b>	<b>\$ (9,890)</b>	<b>\$ (50,181)</b>

**NASBITE International**  
**Statement of Financial Position**  
**December 31, 2018**

<b>ASSETS</b>	<b>2018-2019</b>	<b>2017-2018</b>	<b>2016-2017</b>	<b>2015 - 2016</b>
<b>Current Assets</b>				
<b>Bank Accounts</b>				
1003-00 PNC Checking	13,030	11,883	11,452	
1005-00 PNC Money Market	66,600	78,040	95,325	
10100 NASBITE Chkg 2495				112,073
10300 CGBP Chkg 1059				
10500 CSU Account			0	1,359
<b>Total Bank Accounts</b>	<b>\$ 79,630</b>	<b>\$ 89,923</b>	<b>\$ 106,777</b>	<b>\$ 113,432</b>
1054-00 Prepaid Management Fee	8,000	8,000	8,000	
1056-00 Brochures & Books				
1057-00 Prepaid Insurance		1,361		
1058-00 Conference Deposits		393	1,500	1,500
1100-00 Merchandise Inventory				
1200-00 Accounts Receivable	7,545	650	944	
1055-00 Prepaid Expenses				
1059-00 Prepaid Salaries				
<b>Total Other Current Assets</b>	<b>\$ 15,545</b>	<b>\$ 10,404</b>	<b>\$ 10,444</b>	<b>\$ 1,500</b>
<b>Total Current Assets</b>	<b>\$ 95,175</b>	<b>\$ 100,327</b>	<b>\$ 117,221</b>	<b>\$ 114,932</b>
<b>Fixed Assets</b>				
1600-00 Banner				
1300-01 AV Equipment	6,439	6,439	6,439	6,439
1300-03 Accumulated Depreciation	(6,439)	(6,439)	(6,439)	(6,439)
1300-05 Computers & Printers	3,197	3,197	3,197	3,197
1300-07 Accumulated Depreciation	(3,197)	(3,197)	(3,197)	(1,327)
<b>Total Fixed Assets</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,870</b>
<b>Other Assets</b>				
1400-00 CGBP Exam Preparation Costs	\$ 43,752	\$ 43,752	\$ 43,752	\$ 43,752
1410-00 Amortization CGBP Exam	\$ (43,752)	\$ (43,752)	\$ (43,752)	\$ (31,668)
<b>Total Other Assets</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,084</b>
<b>Total Assets</b>	<b>\$ 95,175</b>	<b>\$ 100,327</b>	<b>\$ 117,221</b>	<b>\$ 128,886</b>
2100-00 Accounts Payable	-	-	799	4,079
<b>Total Accounts Payable</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 799</b>	<b>\$ 4,079</b>
<b>Other Current Liabilities</b>				
2250-00 Accrued Sales Tax	-	0		
2300-00 Deferred Revenue				
2400-00 Deferred CGBP	2,765	3,560		
<b>Total Other Current Liabilities</b>	<b>\$ 2,765</b>	<b>\$ 3,560</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Liabilities</b>	<b>\$ 2,765</b>	<b>\$ 3,560</b>	<b>\$ 799</b>	<b>\$ 4,079</b>
<b>Net Assets</b>				
3999-00 Unrestricted Net Assets	96,767	114,921	124,812	174,992
3997-00 Temporarily Restricted Net Assets	0	0	0	0
<b>Change in Net Assets</b>	<b>\$ (4,357)</b>	<b>\$ (18,154)</b>	<b>\$ (9,890)</b>	<b>\$ (50,181)</b>
<b>Total Net Assets</b>	<b>\$ 92,410</b>	<b>\$ 96,767</b>	<b>\$ 114,922</b>	<b>\$ 124,811</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 95,175</b>	<b>\$ 100,327</b>	<b>\$ 115,721</b>	<b>\$ 128,890</b>



**NASBITE International**  
**Statement of Cash Flows**  
**December 31, 2018**

	<u>2018-2019</u>	<u>2017-2018</u>	<u>2016-2017</u>	<u>2015 - 2016</u>
<b>OPERATING ACTIVITIES</b>				
<b>Change in Net Assets</b>	\$ (4,357)	\$ (18,154)	\$ (9,890)	\$ (50,181)
1056-00 Brochures & Books				3,791
1054-00 Prepaid Management Fee			(8,000)	
1057-00 Prepaid Insurance		(1,361)		108
1058-00 Conference Deposits	393			
1100-00 Merchandise Inventory				5,204
1055-00 Prepaid Expenses	1,361	(393)	1,500	
1059-00 Prepaid Salaries				37,300
1200-00 Accounts Receivable	(6,895)	294	(943)	
1300-00 Banner: Accumulated Depreciation				
1300-03 AV Equipment: Accumulated Depreciation				1,288
1300-05 Computers and Printers: Accumulated Depreciation			1,870	778
1410-00 Accumulated Ammortization: CGBP Exam Prep			12,084	19,584
2100-00 Accounts Payable	0	(799)	(3,279)	4,078
2200-00 Accrued Expenses			0	(15,118)
2250-00 Accrued Sales Tax				
2400-00 Deferred CGBP	(795)	3,560		
Writeoffs of dictionaries and merchandise				
<b>Cash used by operating activities</b>	<b>\$ (10,293)</b>	<b>\$ (16,853)</b>	<b>\$ (6,658)</b>	<b>\$ 6,832</b>
<b>INVESTING ACTIVITIES</b>				
3997-00 Temporarily Restricted Net Assets				\$ (873)
13000 CGBP Exam Preparation Costs				\$ (7,500)
12100 Banner				
<b>Cash provided by investing activities</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (8,373)</b>
<b>Cash decrease for the period</b>	<b>\$ (10,293)</b>	<b>\$ (16,853)</b>	<b>\$ (6,658)</b>	<b>\$ (1,541)</b>
Cash at beginning of period	\$ 89,923	\$ 106,775	\$ 113,433	\$ 114,975
<b>Cash at end of period</b>	<b>\$ 79,630</b>	<b>\$ 89,923</b>	<b>\$ 106,775</b>	<b>\$ 113,433</b>