Treasurer’s Report

2004 NGB Meeting

Geoff Plante, National Treasurer

July 8, 2004
Income Statement

- Amounts are for five months ended May 31

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>$100,079</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$112,225</td>
</tr>
<tr>
<td>Net Operating Income</td>
<td>$12,146</td>
</tr>
</tbody>
</table>
Revenue Breakdown

- **Major changes from 2003 to 2004**
  - Merchandising for 2004 has exceeded $5,200 in 5 months compared to $4,900 for all of 2003
    - An additional $500 has been sold on-line since the end of May
  - Designated beneficiary donations are no longer recorded as a donation to USAPL
Four largest areas of expense
- Drug testing
- Salaries and commissions
- Insurance
- Card reimbursement
## Balance Sheet

### Assets

<table>
<thead>
<tr>
<th>Asset</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>$17,000</td>
</tr>
<tr>
<td>Inventory</td>
<td>$7,200</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>$6,000</td>
</tr>
<tr>
<td>Investments</td>
<td>$142,000</td>
</tr>
<tr>
<td>Endowment Fund</td>
<td>$5,000</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td><strong>$177,200</strong></td>
</tr>
</tbody>
</table>

### Liabilities

<table>
<thead>
<tr>
<th>Liability</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designated Beneficiary Fund</td>
<td>$4,715</td>
</tr>
<tr>
<td>Payroll liability</td>
<td>$989</td>
</tr>
<tr>
<td><strong>Fund Balance</strong></td>
<td><strong>$171,496</strong></td>
</tr>
<tr>
<td><strong>Total Liabilities and Equity</strong></td>
<td><strong>$177,200</strong></td>
</tr>
</tbody>
</table>
• Total investments were $142,000 as of July 2, 2004
• Return was about 5.6%, despite being highly invested in cash
• Used $5,000 to pay marketing consultant
• All investments have been consolidated at Charles Schwab
On Line Sales Program

- **Sales through July 2:**
  - Donations $1,075
  - Memberships $ 510
    - 13 memberships sold
  - Merchandise $1,741
    - 43 sales to date
    - Average sale was $40.49
Cost Saving Initiatives

• National Office move should save $3,000
  – Spent an average of $578 per month in 2003
  – We should spend about $295 per month going forward

• Insurance costs were over $20,000 in 2003 and trending toward $30,000 for 2004
  – We sought a quote from a new insurance agent and will save about $10,000 going forward

• Officers commissions are $300 less per month in 2004

• EC Conference call savings are about 50% to 60%
  – Using government pricing rates to cut costs
  – Cost for long distance calls will be reduced about 70% per minute
Payment Process

- All checks are signed by the Treasurer
- All checks over $200 must have a second signature
  - Either the President or Vice President may sign
- Check are cut on Thursdays
  - For checks under $200 it takes about a week to receive check
  - For checks over $200, it takes 10-14 days to receive check

Transaction approved by Pres, VP, or Treas

Checks cut at NO on Thursday

Treasurer receives checks on Saturday

Treasurer send checks to payee or VP on Monday

VP receives checks on Wednesday and mails checks on Thursday

Payee receives check 2 to 4 days later
Questions