



*the*  
Conference  
*for* FOOD  
PROTECTION

## Executive Treasurer Report April 2018

### Financial Statement

The Conference for Food Protection Financial Statement, Appendix A, includes the 2017 End of Year Financial Report providing revenues, expenses, and assets for the four quarters of 2017; the 2016-2017 Budget Final Report; and the current Financial Statement as of March 10, 2018.

Important items to note are:

- CFP outperformed the 2016-2017 Budget in both Revenue and Expenses.
  - Revenue exceeded the budget by \$81,114, and
  - Expenses were \$44,775 less than budgeted.
- The result for the year was an Ending Balance of \$203,554 which was carried over into 2018. (see Table 1)

**Table 1 - Ending Balances**

2010	2011	2012	2013	2014	2015	2016	2017
179,789	122,240	184,426	122,546	201,578	131,204	249,753	203,554

### 2018 Richmond Biennial Meeting Budget

The 2018 Richmond Biennial Meeting Budget, Appendix B, has been amended since the August 2017 board meeting to reflect the approved fee amount, which reduced the projected registration revenue; the cost of the CFP Attendify application; and the FDA grant in revenue and expense.

### 2018 – 2019 Conference for Food Protection Budget

Changes to the Conference for Food Protection 2018 - 2019 Budget, Appendix C, have been made since the last board meeting to indicate changes that were made to the 2018 Richmond budget and to correctly state potential Crumline revenue and expense.

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### **FDA Small Scientific Conference Grant**

CFP was granted the FDA Scientific Conference Grant for \$50,000.00 which will assist approximately 60 registrants with their travel and hotel accommodations for the 2018 Biennial Meeting.

Respectfully submitted by:



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Executive Treasurer  
Conference for Food Protection  
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Appendix - A

Financial Statement, 4th Quarter 2017

REVENUE

Balance on Hand 1/1/2017	\$249,753
Revenue Qtr 1	\$5,838
Revenue Qtr 2	\$4,215
Revenue Qtr 3	\$5,322
Revenue Qtr 4	\$44,497
<b>Total</b>	<b><u>\$309,624</u></b>

*less*

<b>EXPENSE</b>	
Qtr 1	\$24,539
Qtr 2	\$31,730
Qtr 3	\$31,415
Qtr 4	\$18,386
Total	<b><u>\$106,070</u></b>

**BALANCE**

**\$203,554**

ASSETS

Current Assets	
Checking	\$45,387
Money Market	<u>\$158,167</u>
Total Checking/Savings	\$203,554
Total Current Assets	<b>\$203,554</b>

**TOTAL ASSETS**

**\$203,554**

Respectfully submitted by:

**Clifford Nutt**  
**Executive Treasurer**

Conference for Food Protection  
2016-2017 Budget Final Report

Revenue	2016/2017	2016	2017	2016/2017	Diff	Ending Balances	
	Budget	Actual	Actual	Actual		2010	2011
Carryover	131,204	131,204	249,753	203,554	72,350	2010	179,789
Interest Checking/Sav	750	155	55	210	(540)	2011	122,240
Membership	6,977	8,530	3,700	12,230	5,253	2012	184,426
Crumbine	8,000	4,250	3,300	7,550	(450)	2013	122,546
2016 Registrations	241,560	204,445	-	204,445	(37,115)	2014	201,578
2016 Sponsors	116,000	121,050	-	121,050	5,050	2015	131,204
2016 Local Partnership	20,000	3,750	-	3,750	(16,250)	2016	249,753
2018 Registrations			14,885	14,885	14,885	2017	203,554
2018 Sponsors			37,931	37,931	37,931		
2018 Local Partnership				-	-		
Grant	50,000	50,000		50,000			
<b>TOTAL REVENUE</b>	<b>\$574,491</b>	<b>\$523,383</b>	<b>\$309,624</b>	<b>\$655,605</b>	<b>\$81,114</b>		
<b>Expense</b>							
Merchant Processing Fee	0	-	150	150	150		
Exec Director Compensation	48,000	25,500	24,000	49,500	1,500		
Exec Assistant Compensation	38,400	19,200	19,200	38,400	-		
Exec Treasurer Compensation	24,000	12,000	12,000	24,000	-		
Exec Director Travel	7,600	3,251	2,007	5,258	(2,342)		
Exec Assistant Travel	3,600	2,739	1,952	4,691	1,091		
Exec Treasurer Travel	3,500	2,515	1,583	4,098	598		
Exec Board Expense	41,600	14,745	16,107	30,852	(10,748)		
Executive Board Catering	5,760	-	4,935	4,935	(825)		
Committee Expense	20,000	3,069	4,225	7,294	(12,706)		
2016 Conf Expense	144,638	122,859	-	122,859	(21,779)		
2018 Conf Expense	0	-	1,271	1,271	1,271		
Equipment/Maintenance	500		-	-	(500)		
Telephone/Communications	4,600	120	26	146	(4,454)		
Postage	700	497	195	692	(8)		
Printing	2,000		32	32	(1,968)		
Supplies	3,000	2,805	300	3,104	104		
Surety Bond/Liability Ins	3,600	2,146	1,821	3,967	367		
Banking Svc Chg	500	35	-	35	(465)		
Corp/Tax exempt fees	250	35	25	60	(190)		
Miscellaneous	2,000		-	-	(2,000)		
Web Site Support	3,000	8,050	1,500	9,550	6,550		
Legal	720	-	-	-	(720)		
Tax Preparation	1,600	1,200	1,500	2,700	1,100		
Audit	7,000	-	6,931	6,931	(69)		
Crumbine Expenses	8,000	2,958	6,310	9,269	1,269		
Grant	50,000	50,000		50,000			
<b>TOTAL EXPENSE</b>	<b>\$ 424,568</b>	<b>273,723</b>	<b>106,070</b>	<b>379,793</b>	<b>(44,775)</b>		
<b>CARRYOVER</b>	<b>\$149,923</b>	<b>\$249,660</b>	<b>\$203,554</b>				



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**Financial Statement, as of March 10, 2018\***

**REVENUE**

Balance on Hand 1/1/2018	\$203,554
Revenue Qtr 1	\$212,801 *
Revenue Qtr 2	\$0
Revenue Qtr 3	\$0
Revenue Qtr 4	\$0
<b>Total</b>	<b><u>\$416,355</u></b>

*less*

<b>EXPENSE</b>	
Qtr 1	\$25,982
Qtr 2	\$0
Qtr 3	\$0
Qtr 4	\$0
Total	<b><u>\$25,982</u></b>

**BALANCE**

**\$390,373**

**ASSETS**

Current Assets	
Checking	\$42,195
Savings	<u>\$348,178</u>
Total Checking/Savings	\$390,373
Total Current Assets	<b>\$390,373</b>

**TOTAL ASSETS**

**\$390,373**

Respectfully submitted by:

**Clifford Nutt**  
**Executive Treasurer**



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**Appendix - B**

**2018 Richmond Biennial Meeting Budget**

<b>Revenue</b>	<u>2018 Projected</u>		
	<i>Attendees</i>	<i>Fee</i>	
Conference only	170	\$545	\$92,650
Workshop only	25	\$175	\$4,375
Conf & Wkshp	250	\$670	\$167,500
Sponsorships			\$160,000
Issue Sales	50	\$25	\$1,250
Local Arrangements			\$5,000
FDA Grant			\$50,000
<b>Total Reveune</b>			<b>\$480,775</b>
<b>Expense</b>			
Acknowledgements			\$1,000
Application & Website			\$800
Assembly Transcript			\$1,000
AV Rental			\$25,000
Catering			\$50,000
Clerical			\$1,000
Conference Center Rental			\$0
Eventbrite and Credit Cd Fee			\$11,500
FDA Grant			\$50,000
Insurance			\$200
Local Arrangements			\$25,000
Postage			\$500
Printing			\$9,000
Rooms and Travel			\$6,500
Supplies			\$3,000
Telephone			\$500
Workshop			\$10,000
<b>Total Expense</b>			<b>\$195,000</b>
<b>Net</b>			<b>\$285,775</b>



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**Appendix - C**

**Conference for Food Protection 2018-2019 Budget**

<b>Revenue</b>	<b>2018/2019 Budget</b>	<b>Ending Balances</b>			
Carryover 2017	203,554	2010	179,789	2011	122,240
Interest Checking/Sav	60	2012	184,426	2013	122,546
Membership	10,000	2014	201,578	2015	131,204
Crumbine Award	12,000	2016	249,753	2017	203,554
2018 Registrations	264,525				
2018 Sponsors	160,000				
2018 Local Partnership	5,000				
FDA Grant	50,000				
<b>Total Revenue</b>	<b>\$705,139</b>				
<b>Expense</b>					
Exec Director Compensation	48,000				
Exec Assistant Compensation	38,400				
Exec Treasurer Compensation	24,000				
Exec Director Travel	8,000				
Exec Assistant Travel	5,000				
Exec Treasurer Travel	4,000				
Exec Board Expense	42,000				
Executive Board Catering	12,000				
Committee Expense	20,000				
2018 Conf Expense	145,000				
FDA Grant	50,000				
Audit	0				
Banking Svc Chg	100				
Corporation Fees	100				
Equipment/Maintenance	500				
Legal	500				
Miscellaneous	2,000				
Postage	1,000				
Printing	1,000				
Supplies	3,000				
Surety Bond/Liability Ins	3,600				
Tax Preparation	3,000				
Telephone/Communications	400				
Web Site Support	3,000				
Crumbine Expenses	12,000				
<b>Total Expense</b>	<b>\$ 426,600</b>				
<b>Carryover</b>	<b>\$278,539</b>				



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**Financial Statement, as of March 31, 2018**

**REVENUE**

Balance on Hand 1/1/2018      \$203,554  
Revenue Qtr 1                      \$223,320

**Total**    **\$426,874**

*less*

**EXPENSE**      Qtr 1                      \$43,913

Total    **\$43,913**

**BALANCE**    **\$382,961**

**ASSETS**

Current Assets  
Checking                      \$35,504  
Savings                      \$348,187  
Total Checking/Savings      \$383,691  
Total Current Assets                      **\$383,691**

**TOTAL ASSETS**    **\$383,691**

**LIABILITIES**

Crumbine                      \$730

**TOTAL LIABILITIES**    **\$730**

**TOTAL ASSETS MINUS LIABILITIES**    **\$382,961**

Respectfully submitted by:

**Clifford Nutt**  
**Executive Treasurer**





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**Appendix - B**

**2018 Richmond Biennial Meeting Budget**

Revenue	2018 Projected		2018 Actual (4/14/2018)	
	Attendees	Fee	Attendees	
Conference only	170	\$545	\$92,650	219
Workshop only	25	\$175	\$4,375	69
Conf & Wkshp	250	\$670	\$167,500	282
Issue Sales	50	\$25	\$1,250	52
Total Registrations			\$265,775	\$263,390
Sponsorships			\$160,000	\$161,500
Local Arrangements			\$5,000	\$16,500
FDA Grant			\$50,000	\$50,000
<b>Total Reveune</b>			<b>\$480,775</b>	<b>\$493,990</b>
<b>Expense</b>				
Acknowledgements			\$1,000	\$770
Application & Website			\$800	\$800
Assembly Transcript			\$1,000	\$0
AV Rental			\$25,000	\$27,460
Catering			\$50,000	\$78,076
Clerical			\$1,000	\$0
Conference Center Rental			\$0	\$0
Eventbrite and Credit Cd Fee			\$11,500	\$10,821
FDA Grant			\$50,000	\$50,000
Insurance			\$200	\$0
Local Arrangements			\$25,000	\$34,858
Postage			\$500	\$21
Printing			\$9,000	\$6,892
Rooms and Travel			\$6,500	\$6,400
Supplies			\$3,000	\$526
Telephone			\$500	\$0
Workshop			\$10,000	\$9,050
<b>Total Expense</b>			<b>\$195,000</b>	<b>\$225,675</b>
<b>Net</b>			<b>\$285,775</b>	<b>\$268,315</b>