

ASAPIL BUDGET BOOK KEEPING

Year: 2016

Area: Expenses

NOTE: Additional transaction details (e.g. Check Deposit, Credit Card, Cash, Money Order, Bank Draft, etc.) are provided in a separate table.

Trans #	Category	Subcategory	Date	Specifics	Expense Breakdown (e.g., # of items, Canadian Costs)	Total Cost (USD)
	C. Taxes					
1.		V. Franchise	October 17, 2016	Harvard Business Services, Inc.	\$44.00 (USD); [=\$59.27 (CAD); exchange rate Oct 19/16 1.347045455]	\$44.00
					Subtotal C	\$44.00
2.	D. Insurance	I. Society	April 27, 2016	Chubb Group Of Insurance Companies Directors and Officers Insurance	\$675.00 (USD); [=\$877.10 (CAD); exchange rate May 9/16 0.7696 (1.2994)]	\$675.00
3.			May 27, 2016	Chubb Group Of Insurance Companies Media Liability Insurance	\$4010.00 (USD); [=\$5178.51 (CAD); exchange rate Jun 15/16 0.7744 (1.2914)]	\$4010.00
					Subtotal D	\$4685.00
4.	F. Transfer of Monies (Out)	I. To Publisher (for Subscriptions)	March 29, 2016	Springer SBM Society Services	\$175.00 (USD); [=\$248.66 (CAD); exchange rate Apr 22/16 1.420914285]	\$175.00

5.			June 15, 2016	Springer SBM Society Services	\$1075.00 (USD); [=\$1399.22 (CAD); exchange rate July 12/16 0.7683 (1.3016)]	\$1075.00
6.			July 19, 2016	Springer SBM Society Services	\$50.00 (USD); [=\$86.55 (CAD); exchange rate Aug 12/16 1.731]	\$50.00
7.			August 9, 2016	Springer SBM Society Services	\$75.00 (USD); [=\$120.86 (CAD); exchange rate Sept 12/16 1.611466666]	\$75.00
8.			November 7, 2016	Springer SBM Society Services	\$125.00 (USD); [=\$168.99 (CAD); exchange rate Nov 18/16 0.7397 (1.3519)]	\$125.00
					Subtotal F	\$1500.00
9.	G. Administration/ Staff (Support Services)	I. Managers			\$1903.13 (USD); [=\$2679.23 (CAD); exchange rate Jan 21/16 1.407801884]	\$1903.13
10.					\$1903.13 (USD); [=\$2423.07 (CAD); exchange rate Jul 21/16 1.273202566]	\$1903.13
		I. Administrators				
11.		a. Flat Fee	January 2016	Membership Input/ Check Email/ Email Response	\$106.89 (USD); [=\$150.50 (CAD); exchange rate Jan 29/16 0.7102 (1.4080)]	\$106.89

					7 hours x \$21.50/hr	
12.				Editorial Manager	\$30.54 (USD); [=\$43.00 (CAD); exchange rate Jan 29/16 0.7102 (1.4080)] 2 hours x \$21.50/hr	\$30.54
13.				Website Update	\$15.27 (USD); [=\$21.50 (CAD); exchange rate Jan 29/16 0.7102 (1.4080)] 1 hour x \$21.50/hr	\$15.27
14.			February 2016	Membership Input/ Check Email/ Email Response	\$95.40 (USD); [=\$129.00 (CAD); exchange rate Feb 29/16 0.7395 (1.3523)] 6 hours x \$21.50/hr	\$95.40
15.				2015 Budget	\$15.90 (USD); [=\$21.50 (CAD); exchange rate Feb 29/16 0.7395 (1.3523)] 1 hour x \$21.50/hr	\$15.90
16.				Website Update	\$15.90 (USD); [=\$21.50 (CAD); exchange rate Feb 29/16 0.7395 (1.3523)] 1 hour x \$21.50/hr	\$15.90

17.				February Webinar Meeting	\$63.60 (USD); [=\$86.00 (CAD); exchange rate Feb 29/16 0.7395 (1.3523)] 4 hours x \$21.50/hr	\$63.60
18.			March 2016	Membership Input/ Check Email/ Email Response	\$58.02 (USD); [=\$75.25 (CAD); exchange rate Mar 31/16 0.7710 (1.2971)] 3.5 hours x \$21.50/hr	\$58.02
19.				Editorial Manager	\$16.58 (USD); [=\$21.50 (CAD); exchange rate Mar 31/16 0.7710 (1.2971)] 1 hour x \$21.50/hr	\$16.58
20.			April 2016	Membership Input/ Check Email/ Email Response	\$68.53 (USD); [=\$86.00 (CAD); exchange rate Apr 29/16 0.7969 (1.2549)] 4 hours x \$21.50/hr	\$68.53
21.				Editorial Manager	\$51.40 (USD); [=\$64.50 (CAD); exchange rate Apr 29/16 0.7969 (1.2549)] 3 hours x \$21.50/hr	\$51.40
22.				April Webinar Meeting	\$68.53 (USD);	\$68.53

					[=\$86.00 (CAD); exchange rate Apr 29/16 0.7969 (1.2549)] 4 hours x \$21.50/hr	
23.			May 2016	Membership Input/ Check Email/ Email Response	\$381.60 (USD); [=\$499.88 (CAD); exchange rate May 31/16 0.7634 (1.3100)] 23.25 hours x \$21.50/hr	\$381.60
24.				Editorial Manager	\$16.41 (USD); [=\$21.50 (CAD); exchange rate May 31/16 0.7634 (1.3100)] 1 hour x \$21.50/hr	\$16.41
25.				Website Update	\$32.83 (USD); [=\$43.00 (CAD); exchange rate May 31/16 0.7634 (1.3100)] 2 hours x \$21.50/hr	\$32.83
26.				2015 Budget	\$24.62 (USD); [=\$32.25 (CAD); exchange rate May 31/16 0.7634 (1.3100)] 1.5 hours x \$21.50/hr	\$24.62
27.			June 2016	Membership Input/ Check	\$16.53 (USD);	\$16.53

				Email/ Email Response	[=\$21.50 (CAD); exchange rate June 30/16 0.7687 (1.3009)] 1 hour x \$21.50/hr	
28.				2015 Budget	\$326.41 (USD); [=\$424.63 (CAD); exchange rate June 30/16 0.7687 (1.3009)] 19.75 hours x \$21.50/hr	\$326.41
29.				GMM Mail Notice	\$33.05 (USD); [=\$43.00 (CAD); exchange rate June 30/16 0.7687 (1.3009)] 2 hours x \$21.50/hr	\$33.05
30.				June Webinar Meeting	\$66.11 (USD); [=\$86.00 (CAD); exchange rate June 30/16 0.7687 (1.3009)] 4 hours x \$21.50/hr	\$66.11
31.			July 2016	Membership Input/ Check Email/ Email Response	\$16.49 (USD); [=\$21.50 (CAD); exchange rate July 29/16 0.7668 (1.3041)] 1 hour x \$21.50/hr	\$16.49
32.				Website Update	\$16.49 (USD);	\$16.49

					[=\$21.50 (CAD); exchange rate July 29/16 0.7668 (1.3041)] 1 hour x \$21.50/hr	
33.				GMM Mail Notice	\$65.53 (USD); [=\$86.00 (CAD); exchange rate July 29/16 0.7668 (1.3041)] 12 hours x \$21.50/hr	\$65.53
34.			August 2016	Membership Input/ Check Email/ Email Response	\$32.77 (USD); [=\$43.00 (CAD); exchange rate Aug 31/16 0.7620 (1.3124)] 2 hours x \$21.50/hr	\$32.77
35.				ASAPIL Presidential Award	\$16.38 (USD); [=\$21.50 (CAD); exchange rate Aug 31/16 0.7620 (1.3124)] 1 hour x \$21.50/hr	\$16.38
36.				GMM Meeting	\$65.53 (USD); [=\$86.00 (CAD); exchange rate Aug 31/16 0.7620 (1.3124)] 4 hours x \$21.50/hr	\$65.53
37.			September 2016	Membership Input/ Check Email/ Email Response	\$26.30 (USD); [=\$34.50 (CAD);	\$26.30

					exchange rate Sept 30/16 0.7624 (1.3117)] 1.5 hours x \$23.00/hr	
38.				September Webinar Meeting	\$52.61 (USD); [=\$69.00 (CAD); exchange rate Sept 30/16 0.7624 (1.3117)] 3 hours x \$23.00/hr	\$52.61
39.				Editorial Manager	\$70.14 (USD); [=\$92.00 (CAD); exchange rate Sept 30/16 0.7624 (1.3117)] 4 hours x \$23.00/hr	\$70.14
40.			October 2016	Editorial Manager	\$25.74 (USD); [=\$34.50 (CAD); exchange rate Oct 31/16 0.7461 (1.3403)] 1.5 hours x \$23.00/hr	\$25.74
41.			November 2016	November Webinar Meeting	\$68.52 (USD); [=\$92.00 (CAD); exchange rate Nov 30/16 0.7448 (1.3426)] 4 hours x \$23.00/hr	\$68.52
42.				Editorial Manager	\$68.52 (USD); [=\$92.00 (CAD); exchange rate Nov	\$68.52

					30/16 0.7448 (1.3426)] 4 hours x \$23.00/hr	
43.			December 2016	Editorial Manager	\$17.13 (USD); [=\$23.00 (CAD); exchange rate Dec 30/16 0.7448 (1.3427)] 1 hour x \$23.00/hr	\$17.13
44.				Website Update	\$17.13 (USD); [=\$23.00 (CAD); exchange rate Dec 30/16 0.7448 (1.3427)] 1 hour x \$23.00/hr	\$17.13
45.				Membership Input/ Check Email/ Email Response	\$51.39 (USD); [=\$69.00 (CAD); exchange rate Dec 30/16 0.7448 (1.3427)] 3 hours x \$23.00/hr	\$51.39
46.		d. Worker's Compensation		Rate: 0.31% of Subcategory G (Note: most approximate conservative value used)	\$6.97 (USD) [\$2247.08 x 0.31%] \$9.17 (CAD) [\$2958.50 x 0.31%]	\$6.97
47.		e. Fringe Benefits/ Health Plan		Great-West Life #263397 Group Benefit Plan Life, AD&D, Healthcare and Dental <u>Yearly Benefits Paid:</u>	Secretary \$275.39 (USD); \$369.75 (CAD)	\$275.39

				<p>\$4211.87 (USD) [exchange rate Dec 30/16 0.7448 (1.3427)] \$5655.04 (CAD) [(\$471.26 x 8 + \$471.24 x 4)]</p> <p>Secretary hours: 136 hrs/2080 hrs = 0.10072% x Yearly Benefits Paid</p> <p>(Note: most approximate conservative value used)</p>		
48.		f. Federal Tax		<p>Rate: 15% on first \$45,282 of taxable income (Note: most approximate conservative value used)</p>	<p>\$337.06 (USD) [\$2247.08 x 15%] \$443.78 (CAD) [\$2958.50 x 15%]</p>	\$337.06
49.		g. State/ Provincial Tax		<p>Rate: 5.05% on the first \$41,536 of taxable income (Note: most approximate conservative value used)</p>	<p>\$113.48 (USD) [\$2247.08 x 5.05%] \$149.40 (CAD) [\$2958.50 x 5.05%]</p>	\$113.48
50.		h. Employment Insurance (Social Security)		<p>Rate Employer: 2.632% (1.4 x Employee – 1.88%) (Note: most approximate conservative value used)</p>	<p>\$59.14 (USD) [\$2247.08 x 2.632%] \$77.87 (CAD) [\$2958.50 x 2.632%]</p>	\$59.14
51.		i. Pension Plans (Retirement)		<p>Rate: 4.95% (Note: most approximate conservative value used)</p>	<p>\$111.23 (USD) [\$2247.08 x 4.95%] \$146.45 (CAD) [\$2958.50 x 4.95%]</p>	\$111.23
					Subtotal G	\$6956.61

52.	H. Professionals	I. Consulting	November 3, 2016	New York Council Of Nonprofits, Inc. (NYCON) Dissolution – Retainer Fee	\$1967.50 (USD); [=\$2667.14 (CAD); exchange rate Dec 28/16 0.7377 (1.3556)]	\$1967.50
		XII. Other				
53.		b. Membership Fee	December 29, 2015	New York Council Of Nonprofits, Inc. (NYCON) Membership Fee – Year 2016	\$60.00 (USD); [=\$107.41 (CAD); exchange rate Jan 26/16 1.790166666]	\$60.00
54.			March 22, 2016	HUBCO Membership Fee – Year 2016	\$125.00 (USD); [=\$169.40 (CAD); exchange rate Mar 24/16 1.355200000]	\$125.00
55.		c. Website Subscription	June 29, 2016	SBI ASAPIL Website	\$337.87 (USD); [=\$450.93 (CAD); exchange rate July 4/16 1.334625744]	\$337.87
					Subtotal H	\$2490.37

	J. Telephone/ Fax					
		IV. Other				
56.		a. Conference Call	February 17, 2016	Conference Call Services February Webinar Meeting	\$23.04 (USD); [=\$32.83 (CAD); exchange rate Feb 18/16 1.424913194]	\$23.04
57.			April 28, 2016	Conference Call Services April Webinar Meeting	\$16.96 (USD); [=\$21.92 (CAD); exchange rate Apr 29/16 1.292452830]	\$16.96
58.			June 29, 2016	Conference Call Services June Webinar Meeting	\$16.03 (USD); [=\$21.43 (CAD); exchange rate June 30/16 1.336868372]	\$16.03
59.			September 28, 2016	Conference Call Services September Webinar Meeting	\$7.54 (USD); [=\$10.26 (CAD); exchange rate Sept 29/16 1.360742706]	\$7.54
60.			November 17, 2016	Conference Call Services November Webinar Meeting	\$21.36 (USD); [=\$29.62 (CAD); exchange rate Nov 18/16 1.386704120]	\$21.36
					Subtotal J	\$84.93

	M. Mail					
	1. Mail Forwarding					
61.		I. Head Office State	June 8, 2016	Postage Reimbursement Marc Martinez	\$48.15 (USD); [=\$61.59 (CAD); exchange rate June 13/16 0.7817 (1.2792)]	\$48.15
62.		II. Incorporating State	December 31, 2015	Harvard Business Services Inc. Year 2016	\$399.00 (USD); [=\$577.09 (CAD); exchange rate Jan 5/16 1.192055138]	\$399.00
	2. Office Mail					
63.		II. Stamps	February 14, 2016	Canada Post	\$20.86 (USD); [=\$27.96 (CAD); exchange rate Mar 1/16 0.7459 (1.3407)]	\$20.86
64.			July 12, 2016	Canada Post	\$23.88 (USD); [=\$31.08 (CAD); exchange rate Jul 12/16 0.7683 (1.3016)]	\$23.88
65.			July 13, 2016	Canada Post	\$311.48 (USD); [=\$411.41 (CAD); exchange rate Jul 26/16 0.7571 (1.3209)]	\$311.48
66.			Sept 13, 2016	Canada Post	\$14.64 (USD); [=\$19.39 (CAD); exchange rate Sept 28/16 0.7552 (1.3242)]	\$14.64
67.			October 13, 2016	Canada Post	\$1.49 (USD); [=\$1.99 (CAD); exchange rate Oct	\$1.49

					27/16 0.7470 (1.3386)]	
68.		III. Courier/ Express	April 8, 2016	Purolator	\$43.08 (USD); [=\$34.12 (CAD); exchange rate Apr 20/16 0.7920 (1.2627)]	\$43.08
69.			August 12, 2016	Purolator	\$28.73 (USD); [=\$37.20 (CAD); exchange rate Aug 26/16 0.7724 (1.2947)]	\$28.73
					Subtotal M	\$891.31
	X. Committee Work					
70.		I. Disbursements	September 12, 2016 APA 124th Convention Aug 4-Aug 7, 2016	American Psychological Association Presenter Disbursement – Izabella Schultz	\$225.67 (USD); [=\$298.50 (CAD); exchange rate Sept 20/16 0.7560 (1.3228)]	\$225.67
71.			September 12, 2016 APA 124th Convention Aug 4-Aug 7, 2016	American Psychological Association Presenter Disbursement – Barton Evans	\$233.33 (USD); [=\$314.74 (CAD); exchange rate Sept 20/16 1.348904984]	\$233.33
					Subtotal X	\$459.00
	TOTAL				\$ 22,722.39 (CAD)	\$ 17,111.22 (USD)

ASAPIL BUDGET BOOK KEEPING

Year: 2016

Area: Expenses

Additional transaction details

(e.g. Check Deposit, Credit Card, Cash, Money Order, Bank Draft, etc.)

<u>Trans.</u>	<u>Account</u>	<u>Branch No.</u>	<u>Account #</u>	<u>Invoice Date</u>	<u>Payment Date</u>	<u>Check no. (if applicable)</u>	<u>Transaction Description</u>
# 1	VISA From Account: TD Canada Trust - 1970		-7810 1970-5230835	Oct 17/16	Nov 8/16	R7K6H2	“HARVARD BUSINESS SERVICES 302-645-7400 DE \$44.00 USD @ 1.347045455***” Expense #: 5877
# 2	KeyBank – Buffalo, NY	716-96604-2		Apr 27/16	May 9/16	1018	“CHQ #1018”
# 3	KeyBank – Buffalo, NY	716-96604-2		May 27/16	June 15/16	1020	“CHQ #1020”
# 4	TD Canada Trust 1970		1970-5230835	Mar 29/16	Apr 22/16	00220	“US CHQ-CAD EQV: 00220” Expense #: 5707
# 5	KeyBank – Buffalo, NY	716-96604-2		June 15/16	July 12/16	1021	“CHQ #1021”
# 6	TD Canada Trust 1970		1970-5230835	July 19/16	Aug 12/16	00235	“US CHQ-CAD EQV: 00235” Expense #: 5808
# 7	TD Canada Trust 1970		1970-5230835	Aug 9/16	Sept 12/16	00239	“US CHQ-CAD EQV: 00239” Expense #: 5831
# 8	KeyBank – Buffalo, NY	716-96604-2		Nov 7/16	Nov 18/16	1022	“CHQ #1022”
# 9-51	TD Canada Trust 1970		1970-5230835				Paid through Office Payroll Management Company: CERIDIAN

# 52	KeyBank – Buffalo, NY 716-96604-2		Nov 3/16	Dec 28/16	1024	“CHQ #1024”
# 53	TD Canada Trust 1970	1970-5230835	Dec 29/15	Jan 26/16	00207	“US CHQ-CAD EQV: 00207” Expense #: 5633
# 54	VISA From Account: TD Canada Trust - 1970	-7810 1970-5230835	Mar 22/16	Apr 7/16	J3R9U2	“HUBCO INC SERVICES 800-4438177 NY 125.00 USD @ 1.355200000***” Expense #: 5683
# 55	VISA From Account: TD Canada Trust - 1970	-7810 1970-5230835	June 29/16	Aug 2/16	A7Y5H4	“SITESELL INC MONTREAL QC 337.87 USD @ 1.334625744***” Expense #: 5784
# 56	VISA From Account: TD Canada Trust - 1970	-7810 1970-5230835	Feb 17/16	Mar 8/16	Q3L3U8	“CONFERENCE CALL SERVICES WWW.IOTUM.COM CA \$23.04 USD @ 1.424913194***” Expense #: 5674
# 57	VISA From Account: TD Canada Trust - 1970	-7810 1970-5230835	Apr 28/16	June 1/16	R8J3K3	“CONFERENCE CALL SERVICES WWW.IOTUM.COM CA \$16.96 USD @ 1.292452830***” Expense #: 5726
# 58	VISA From Account: TD Canada Trust - 1970	-7810 1970-5230835	June 29/16	Aug 2/16	A7Y5H4	“CONFERENCE CALL SERVICES WWW.IOTUM.COM CA \$16.03 USD @ 1.336868372***” Expense #: 5785
# 59	VISA From Account: TD Canada Trust - 1970	-7810 1970-5230835	Sept 28/16	Nov 8/16	R7K6H2	“CONFERENCE CALL SERVICES WWW.IOTUM.COM CA \$7.54 USD @ 1.360742706***” Expense #: 5864

# 60	VISA	-7810	Nov 17/16	Nov 29/16	A8A5U7	“CONFERENCE CALL SERVICES WWW.IOTUM.COM CA \$21.36 USD @ 1.386704120***” Expense #: 5905
	From Account: TD Canada Trust - 1970	1970-5230835				
# 61	KeyBank – Buffalo, NY	716-96604-2	June 8/16	June 13/16	1019	“CHQ #1019”
# 62	VISA	-7810	Dec 31/15	Jan 29/16	Q7R5J6	“HARVARD BUSINESS SERVICES 302-645-7400 DE \$399.00 USD @ 1.446340852***” Expense #: 5643
	From Account: TD Canada Trust - 1970	1970-5230835				
# 63	TD Canada Trust	1970	Feb 14/16	Mar 1/16	00212	“CHQ #00212-0200393304” Expense #: 5676
# 64	CASH		July 12/16	July 12/16		Expense #: 5793
	From Account: TD Canada Trust - 1970	1970-5230835				
# 65	TD Canada Trust	1970	July 13/16	July 26/16	00234	“CHQ #00234-0200083750” Expense #: 5806
# 66	TD Canada Trust	1970	Sept 13/16	Sept 28/16	00243	“CHQ #00243-0200089830” Expense #: 5861
# 67	TD Canada Trust	1970	Oct 13/16	Oct 27/16	00246	“CHQ #00246-0200419083” Expense #: 5889
# 68	VISA	-7810	Apr 8/16	May 9/16	Z9Q6Z9	“PUROLATOR 13894829” Expense #: 5716
	From Account: TD Canada Trust - 1970	1970-5230835				
# 69	VISA	-7810	Aug 12/16	Sept 19/16	K5Z9A8	“PUROLATOR 13894829” Expense #: 5834
	From Account: TD Canada Trust - 1970	1970-5230835				
#70	TD Canada Trust	1970	Sept 20/16	Sept 20/16	79459978	“CAD DRAFT 79459978” Expense #: 5858

#71	TD Canada Trust 1970	1970-5230835	Sept 20/16	Sept 20/16	01467832	“USD DRAFT 01467832” Expense #: 5859
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