

ASAPIL BUDGET BOOK KEEPING

Year: 2017

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)
	B. Registration and Related Fees					
1.	1. Federal (American)	II. Fees	January 10, 2017	Harvard Business Services Inc. Registered Agent Fee – Year 2017	\$50.00 (USD); [=\$68.14 (CAD); exchange rate Jan 10/17 1.36280000]	\$50.00
					Subtotal B	\$50.00
2.	D. Insurance	I. Society	August 18, 2017	Chubb Group Of Insurance Companies Directors and Officers Insurance & Media Liability Insurance	\$4806.00 (USD); [=\$5954.63 (CAD); exchange rate Sept 1/17 0.8071 (1.2390)]	\$4806.00
					Subtotal D	\$4806.00
3.	F. Transfer of Monies (Out)	I. To Publisher (for Subscriptions)	December 29, 2016	Springer SBM Society Services	\$100.00 (USD); [=\$133.15 (CAD); exchange rate Jan 4/17 0.7510 (1.3315)]	\$100.00
4.			February 1, 2017	Springer SBM Society	\$125.00 (USD);	\$125.00

				Services	[=\$164.09 (CAD); exchange rate Feb 9/17 0.7618 (1.3127)]	
5.			February 24, 2017	Springer SBM Society Services	\$350.00 (USD); [=\$471.63 (CAD); exchange rate Mar 8/17 0.7421 (1.3475)]	\$350.00
6.			June 20, 2017	Springer SBM Society Services	\$1400.00 (USD); [=\$1853.32 (CAD); exchange rate June 26/17 0.7554 (1.3238)]	\$1400.00
7.			July 24, 2017	Springer SBM Society Services	\$75.00 (USD); [=\$117.49 (CAD); exchange rate Aug 18/17 1.5665333]	\$75.00
8.			November 20, 2017	Springer SBM Society Services	\$203.75 (USD); [=\$259.48 (CAD); exchange rate Nov 27/17 0.7852 (1.2735)]	\$203.75
					Subtotal F	\$2253.75
9.	G. Administration/ Staff (Support Services)	I. Managers			\$1960.22 (USD); [=\$2559.07 (CAD); exchange rate Jan 23/17 1.30550143]	\$1960.22
10.					\$1960.22 (USD); [=\$2418.52 (CAD); exchange rate Jul 20/17 1.2338002]	\$1960.22
		I. Administrators				
11.		a. Flat Fee	January 2017	Membership Input/ Check Email/ Email Response	\$150.05 (USD); [=\$195.50 (CAD);	\$150.05

					exchange rate Jan 31/17 0.7675 (1.3030)] 8.5 hours x \$23.00/hr	
12.				Editorial Manager	\$17.65 (USD); [=\$23.00 (CAD); exchange rate Jan 31/17 0.7675 (1.3030)] 1 hour x \$23.00/hr	\$17.65
13.				2016 Budget	\$88.26 (USD); [=\$115.00 (CAD); exchange rate Jan 31/17 0.7675 (1.3030)] 5 hours x \$23.00/hr	\$88.26
14.				Website Update	\$26.48 (USD); [=\$34.50 (CAD); exchange rate Jan 31/17 0.7675 (1.3030)] 1.5 hours x \$23.00/hr	\$26.48
15.			February 2017	Membership Input/ Check Email/ Email Response	\$52.08 (USD); [=\$69.00 (CAD); exchange rate Feb 28/17 0.7548 (1.3249)] 3 hours x \$23.00/hr	\$52.08
16.				Editorial Manager	\$17.36 (USD); [=\$23.00 (CAD); exchange rate Feb	\$17.36

					28/17 0.7548 (1.3249)] 1 hour x \$23.00/hr	
17.				Dissolution	\$52.08 (USD); [=\$69.00 (CAD); exchange rate Feb 28/17 0.7548 (1.3249)] 3 hours x \$23.00/hr	\$52.08
18.				Website Update	\$17.36 (USD); [=\$23.00 (CAD); exchange rate Feb 28/17 0.7548 (1.3249)] 1 hour x \$23.00/hr	\$17.36
19.				February Webinar Meeting	\$69.44 (USD); [=\$92.00 (CAD); exchange rate Feb 28/17 0.7548 (1.3249)] 4 hours x \$23.00/hr	\$69.44
20.			March 2017	Membership Input/ Check Email/ Email Response	\$34.56 (USD); [=\$46.00 (CAD); exchange rate Mar 31/17 0.7513 (1.3310)] 2 hours x \$23.00/hr	\$34.56
21.				Editorial Manager	\$17.28 (USD); [=\$23.00 (CAD); exchange rate Mar 31/17 0.7513 (1.3310)]	\$17.28

					1 hour x \$23.00/hr	
22.			April 2017	Membership Input/ Check Email/ Email Response	\$33.67 (USD); [=\$46.00 (CAD); exchange rate Apr 28/17 0.7320 (1.3662)]	\$33.67
					2 hours x \$23.00/hr	
23.				2016 Budget	\$290.42 (USD); [=\$396.75 (CAD); exchange rate Apr 28/17 0.7320 (1.3662)]	\$290.42
					17.25 hours x \$23.00/hr	
24.				Editorial Manager	\$16.84 (USD); [=\$23.00 (CAD); exchange rate Apr 28/17 0.7320 (1.3662)]	\$16.84
					1 hour x \$23.00/hr	
25.				April Webinar Meeting	\$67.34 (USD); [=\$92.00 (CAD); exchange rate Apr 28/17 0.7320 (1.3662)]	\$67.34
					4 hours x \$23.00/hr	
26.			May 2017	Membership Input/ Check Email/ Email Response	\$289.61 (USD); [=\$391.00 (CAD); exchange rate May 31/17 0.7407 (1.3500)]	\$289.61

					17 hours x \$23.00/hr	
27.				Editorial Manager	\$68.14 (USD); [=\$92.00 (CAD); exchange rate May 31/17 0.7407 (1.3500)]	\$68.14
					4 hours x \$23.00/hr	
28.				Website Update	\$17.04 (USD); [=\$23.00 (CAD); exchange rate May 31/17 0.7407 (1.3500)]	\$17.04
					1 hour x \$23.00/hr	
29.			June 2017	Membership Input/ Check Email/ Email Response	\$35.45 (USD); [=\$46.00 (CAD); exchange rate June 30/17 0.7706 (1.2977)]	\$35.45
					2 hours x \$23.00/hr	
30.				2017 Budget	\$53.17 (USD); [=\$69.00 (CAD); exchange rate June 30/17 0.7706 (1.2977)]	\$53.17
					3 hours x \$23.00/hr	
31.				Editorial Manager	\$17.72 (USD); [=\$23.00 (CAD); exchange rate June 30/17 0.7706 (1.2977)]	\$17.72

					1 hours x \$23.00/hr	
32.			July 2017	Membership Input/ Check Email/ Email Response	\$36.85 (USD); [=\$46.00 (CAD); exchange rate July 31/17 0.8010 (1.2485)]	\$36.85
					2 hours x \$23.00/hr	
33.				Editorial Manager	\$18.42 (USD); [=\$23.00 (CAD); exchange rate July 31/17 0.8010 (1.2485)]	\$18.42
					1 hour x \$23.00/hr	
34.				July Webinar Meeting	\$55.27 (USD); [=\$69.00 (CAD); exchange rate July 31/17 0.8010 (1.2485)]	\$55.27
					3 hours x \$23.00/hr	
35.				GMM Mail Notice	\$110.54 (USD); [=\$138.00 (CAD); exchange rate July 31/17 0.8010 (1.2485)]	\$110.54
					6 hours x \$23.00/hr	
36.			August 2017	Membership Input/ Check Email/ Email Response	\$27.52 (USD); [=\$34.50 (CAD); exchange rate Aug 31/17 0.7977 (1.2536)]	\$27.52
					1.5 hours x \$23.00/hr	

37.				Website Update	\$13.76 (USD); [=\$17.25 (CAD); exchange rate Aug 31/17 0.7977 (1.2536)] 0.75 hours x \$23.00/hr	\$13.76
38.				Editorial Manager	\$73.39 (USD); [=\$92.00 (CAD); exchange rate Aug 31/17 0.7977 (1.2536)] 4 hours x \$23.00/hr	\$73.39
39.				GMM Meeting	\$27.52 (USD); [=\$34.50 (CAD); exchange rate Aug 31/17 0.7977 (1.2536)] 1.5 hours x \$23.00/hr	\$27.52
40.			September 2017	Membership Input/ Check Email/ Email Response	\$63.80 (USD); [=\$79.63 (CAD); exchange rate Sept 29/17 0.8013 (1.2480)] 3.25 hours x \$24.50/hr	\$63.80
41.				GMM Meeting	\$29.45 (USD); [=\$36.75 (CAD); exchange rate Sept 29/17 0.8013 (1.2480)] 1.5 hours x \$24.50/hr	\$29.45
42.				Manual Update	\$49.08 (USD);	\$49.08

					[=\$61.25 (CAD); exchange rate Sept 29/17 0.8013 (1.2480)] 2.5 hours x \$24.50/hr	
43.				Editorial Manager	\$19.63 (USD); [=\$24.50 (CAD); exchange rate Sept 29/17 0.8013 (1.2480)] 1 hour x \$24.50/hr	\$19.63
44.			October 2017	Editorial Manager	\$19.00 (USD); [=\$24.50 (CAD); exchange rate Oct 31/17 0.7756 (1.2893)] 1 hour x \$24.50/hr	\$19.00
45.				Website Update	\$9.50 (USD); [=\$12.25 (CAD); exchange rate Oct 31/17 0.7756 (1.2893)] 0.5 hour x \$24.50/hr	\$9.50
46.				Administrative Manual	\$38.00 (USD); [=\$49.99 (CAD); exchange rate Oct 31/17 0.7756 (1.2893)] 2 hours x \$24.50/hr	\$38.00
47.				Membership Input/ Check Email/ Email Response	\$19.00 (USD); [=\$24.50 (CAD);	\$19.00

					exchange rate Oct 31/17 0.7756 (1.2893)] 1 hour x \$24.50/hr	
48.				2017 Budget	\$114.01 (USD); [=\$147.00 (CAD); exchange rate Oct 31/17 0.7756 (1.2893)] 6 hours x \$24.50/hr	\$114.01
49.				October BOD Meeting	\$57.01 (USD); [=\$73.30 (CAD); exchange rate Oct 31/17 0.7756 (1.2893)] 3 hours x \$24.50/hr	\$57.01
50.			November 2017	Membership Input/ Check Email/ Email Response	\$19.01 (USD); [=\$24.50 (CAD); exchange rate Nov 30/17 0.7759 (1.2888)] 1 hour x \$24.50/hr	\$19.01
51.				Editorial Manager	\$19.01 (USD); [=\$24.50 (CAD); exchange rate Nov 30/17 0.7759 (1.2888)] 1 hour x \$24.50/hr	\$19.01
52.			December 2017	Editorial Manager	\$19.53 (USD); [=\$24.50 (CAD); exchange rate Dec	\$19.53

					29/17 0.7971 (1.2545)] 1 hour x \$24.50/hr	
53.				Membership Input/ Check Email/ Email Response	\$19.53 (USD); [=\$24.50 (CAD); exchange rate Dec 29/17 0.7971 (1.2545)] 1 hour x \$24.50/hr	\$19.53
54.		d. Worker's Compensation		Rate: 0.31% of Subcategory G (Note: most approximate conservative value used)	\$7.10 (USD) [\$2290.85 x 0.31%] \$9.30 (CAD) [\$2999.88 x 0.31%]	\$7.10
55.		e. Fringe Benefits/ Health Plan		Great-West Life #263397 Group Benefit Plan Life, AD&D, Healthcare and Dental <u>Yearly Benefits Paid:</u> \$8390.59 (USD) [exchange rate Dec 29/17 0.7971 (1.2545)] \$10526.40 (CAD) [(\$1385.46 + \$775.98 x 7 + \$927.27 x 4)] Secretary hours: 128.75 hrs/2080 hrs = 0.10072% x Yearly Benefits Paid (Note: most approximate	Secretary \$519.37 (USD); \$651.57 (CAD)	\$519.37

				conservative value used)		
56.		f. Federal Tax		Rate: 15% on first \$45,282 of taxable income (Note: most approximate conservative value used)	\$343.63 (USD) [\$2290.85 x 15%] \$449.98 (CAD) [\$2999.88 x 15%]	\$343.63
57.		g. State/ Provincial Tax		Rate: 5.05% on the first \$42,201 of taxable income (Note: most approximate conservative value used)	\$115.69 (USD) [\$2290.85 x 5.05%] \$151.49 (CAD) [\$2999.88 x 5.05%]	\$115.69
58.		h. Employment Insurance (Social Security)		Rate Employer: 2.632% (1.4 x Employee – 1.88%) (Note: most approximate conservative value used)	\$60.30 (USD) [\$2290.85 x 2.632%] \$78.96 (CAD) [\$2999.88 x 2.632%]	\$60.30
59.		i. Pension Plans (Retirement)		Rate: 4.95% (Note: most approximate conservative value used)	\$113.40 (USD) [\$2290.85 x 4.95%] \$148.49 (CAD) [\$2999.88 x 4.95%]	\$113.40
		IV. Other				
60.		a. Incoming Administrator	December 29, 2017	Erica Pierce	\$861.00 (USD); [=\$1080.12 (CAD); exchange rate Dec 29/17 0.7971 (1.2545)]	\$861.00
					Subtotal G	\$8231.78

61.	H. Professionals	I. Consulting	February 22, 2017	Inc Now Agents and Corporations, Inc. Dissolution – Retainer Fee	\$393.00 (USD); [=\$526.82 (CAD); exchange rate Mar 3/17 0.7460 (1.3405)]	\$393.00
		XII. Other				
62.		b. Membership Fee	November 15, 2016	New York Council Of Nonprofits, Inc. (NYCON) Membership Fee – Year 2017	\$60.00 (USD); [=\$100.38 (CAD); exchange rate Feb 1/17 1.673]	\$60.00
63.			February 27, 2017	HUBCO Membership Fee – Year 2017	\$160.00 (USD); [=\$240.74 (CAD); exchange rate May 23/17 1.504625]	\$160.00
64.		c. Website Subscription	June 29, 2017	SBI ASAPIL Website	\$337.87 (USD); [=\$448.34 (CAD); exchange rate July 11/17 1.326960073]	\$337.87
					Subtotal H	\$950.87

	J. Telephone/ Fax	IV. Other				
65.		a. Conference Call	February 23, 2017	Conference Call Services February Webinar Meeting	\$25.90 (USD); [=\$34.97 (CAD); exchange rate Feb 23/17 1.350193050]	\$25.90
66.			April 26, 2017	Conference Call Services April Webinar Meeting	\$14.36 (USD); [=\$20.15 (CAD); exchange rate Apr 26/17 1.403203343]	\$14.36
67.			July 19, 2017	Conference Call Services July Webinar Meeting	\$12.30 (USD); [=\$18.62 (CAD); exchange rate July 19/17 1.296657382]	\$12.30
68.			October 19, 2017	Conference Call Services October Webinar Meeting	\$30.93 (USD); [=\$39.62 (CAD); exchange rate Oct 19/17 1.2809570000]	\$30.93
					Subtotal J	\$83.49

	M. Mail					
69.	1. Mail Forwarding	II. Incorporating State	December 30, 2016	Harvard Business Services Inc. Year 2017	\$399.00 (USD); [=\$539.47 (CAD); exchange rate Jan 11/17 1.352055138]	\$399.00
70.	2. Office Mail	II. Stamps	January 13, 2017	Canada Post	\$1.82 (USD); [=\$2.38 (CAD); exchange rate Jan 26/17 0.7632 (1.3103)]	\$1.82
71.			May 14, 2017	Canada Post	\$1.76 (USD); [=\$2.38 (CAD); exchange rate June 7/17 0.7412 (1.3492)]	\$1.76
72.			July 13, 2017	Canada Post	\$43.60 (USD); [=\$54.27 (CAD); exchange rate Jul 28/17 0.8034 (1.2447)]	\$43.60
					Subtotal M	\$446.18
	TOTAL				\$ 21,597.45 (CAD)	\$ 16,822.07 (USD)

ASAPIL BUDGET BOOK KEEPING

Year: 2017

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		-7810	Jan 10/17	Feb 3/17	W3Y5L6	“HARVARD BUSINESS SERVICES 302-645-7400 DE \$50.00 USD @ 1.362800000***” Expense #: 5941
	From Account: TD Canada Trust - 1970		1970-5230835				
# 2	KeyBank – Buffalo, NY	716-96604-2		Aug 18/17	Sept 1/17	1030	“CHQ #1030”
# 3	KeyBank – Buffalo, NY	716-96604-2		Dec 29/16	Jan 4/17	1025	“CHQ #1025”
# 4	KeyBank – Buffalo, NY	716-96604-2		Feb 1/17	Feb 9/17	1026	“CHQ #1026”
# 5	KeyBank – Buffalo, NY	716-96604-2		Feb 24/17	Mar 8/17	1028	“CHQ #1028”
# 6	KeyBank – Buffalo, NY	716-96604-2		Jun 20/17	Jun 26/17	1029	“CHQ #1029”
# 7	TD Canada Trust	1970	1970-5230835	Jul 24/17	Aug 18/17	000282	“US CHQ-CAD EQV: 00282” Expense #: 6097
# 8	KeyBank – Buffalo, NY	716-96604-2		Nov 20/17	Nov 27/17	1031	“CHQ #1031”
# 9-59	TD Canada Trust	1970	1970-5230835				Paid through Office Payroll Management Company: CERIDIAN
# 60	KeyBank – Buffalo, NY	716-96604-2		Dec 29/17	Dec 30/17		“CASH”
# 61	KeyBank – Buffalo, NY	716-96604-2		Feb 22/17	Mar 3/17	1027	“CHQ #1027”

# 62	TD Canada Trust 1970	1970-5230835	Nov 15/16	Feb 1/17	000256	“US CHQ-CAD EQV: 00256” Expense #: 5943
# 63	TD Canada Trust 1970	1970-5230835	Feb 27/17	May 23/17	000271	“US CHQ-CAD EQV: 00271” Expense #: 6021
# 64	VISA From Account: TD Canada Trust - 1970	-7810 1970-5230835	June 29/17	Aug 8/17	K4Q6K8	“SITESELL INC POINTE CLAIRE QC 337.87 USD @ 1.326960073**” Expense #: 6083
# 65	VISA From Account: TD Canada Trust - 1970	-7810 1970-5230835	Feb 23/17	Mar 14/17	U7X8H7	“CONFERENCE CALL SERVICES WWW.IOTUM.COM CA \$25.90 USD @ 1.350193050**” Expense #: 5975
# 66	VISA From Account: TD Canada Trust - 1970	-7810 1970-5230835	Apr 26/17	June 2/17	U9A5U7	“CONFERENCE CALL SERVICES WWW.IOTUM.COM CA \$14.36 USD @ 1.403203343**” Expense #: 6044
# 67	VISA From Account: TD Canada Trust - 1970	-7810 1970-5230835	July 19/17	Aug 8/17	K4Q6K8	“CONFERENCE CALL SERVICES WWW.IOTUM.COM CA \$14.36 USD @ 1.296657382**” Expense #: 6090
# 68	VISA From Account: TD Canada Trust - 1970	-7810 1970-5230835	Oct 19/17	Oct 31/17	L8Q3L7	“CONFERENCE CALL SERVICES WWW.IOTUM.COM CA \$30.93 USD @ 1.2809570000**” Expense #: 6182
# 69	VISA	-7810	Dec 30/16	Feb 3/17	W3Y5L6	“HARVARD BUSINESS

From Account: TD Canada Trust - 1970	1970-5230835					SERVICES 302-645-7400 DE \$399.00 USD @ 1.352055138** Expense #: 5942
# 70	TD Canada Trust 1970	1970-5230835	Jan 13/17	Jan 26/17	000258	“CHQ #00258-0500158340” Expense #: 5948
# 71	TD Canada Trust 1970	1970-5230835	May 14/17	June 7/17	000277	“CHQ #00277-0200090831” Expense #: 6056
# 72	TD Canada Trust 1970	1970-5230835	July 13/17	July 28/17	000284	“CHQ #00284-0200382579” Expense #: 6095