

Finance Committee Minutes

Friday September 25, 1992

- I. Minutes from last year's convention
MSC to approve.
- II. Treasurer's report
MSC to approve the report.
- III. Controller's report
MSC to approve the report for 12-31-91 and 8-31-92.
- IV. Internal Auditor's report
Lucy gave a verbal report of her discussion with Frieda Faivus. Frieda sees no apparent problems with Roy's work on the financial statements, but as she recently became Chairman of our Internal Audit Committee, she was not able to complete a written report in time for the convention, She expects to have her report completed and to us by the end of October. MSC to approve the report.
- V. Old business:
 - A. Reviewed existing Financial Operating Guidelines ("FOG"). MSC to reorder the FOG document along functional lines (e.g., all travel expense paragraphs to be grouped together), and for a subcommittee of Kris Wingenroth, Dave Gray and Dave Zander to review the FOG as regrouped and report back to the Finance Committee prior to the next convention.
 - B. Discussed the progress of bonding the Treasurer, Controller, Executive Secretary, and Registrar (FOG The bonds were acquired this year, will be in the budget for 1993, and also cover the LMSC Chairmen, Treasurers and Registrars.
 - C. The adequacy of the cash reserves was reviewed, and it was agreed that the existing targets of \$150,000 by 12-31-94 for the general reserve, and \$100,000 ASAP for the insurance liability reserve are adequate and attainable. We expect to be at \$130,000 in the general reserve and \$80,000 in the insurance liability reserve by 12-31-92.
 - D. There were no requests for approval of expenditures in excess of 1992 budget amounts, for which we commend the various committees and officers.
 - E. The committee reviewed the SWIM Magazine project and agreed that we as a committee are in favor of continuing the project, preferably with no increase in dues for 1993, while also attempting to produce a 1993 budget as close to breakeven as possible.
 - F. MSC to recommend to the Executive Committee that this committee be given an additional meeting time during the convention, from 4:00-6:00 p.m. on Wednesday, the first day of each convention.
- VI. New business:
 - A. MSC to amend FOG as shown in Exhibit "B".
 - B. MSC to add FOG 30. to allow reimbursement for ground transportation as an alternative to any allowable air fare expenses.
 - C. MSC to approve the budget (see Exhibit "A").
 - D. MSC to adjourn at 8:00 p.m.

	USMS FINANCE COMMITTEE		EXHIBIT " A "		09/25/92		12-31-92		% Incr. over 1992 B
	1990 A	1991 A	1992 B	1992 YDT A	Projected	1993 B			
REVENUES									
4000 REGISTRAR REVENUE	349741	177663	412500	383161	397958)	-100.0%		
4001 REGISTRAR - OUTSIDE SERVICES		1965	0	2950	2950)	NA		
4010 REGISTRATION FEES - INDIVIDUAL))	0))	405000	NA		
4020 REGISTRATION FEES - CLUBS))	4000))	4000	0.0%		
4030 REGISTRATION FEES - LMSC'S))	1080))	1080	0.0%		
4040 LISTS))	200))	200	0.0%		
4050 LABELS))	0))	0	NA		
4060 TRANSFERS))	0))	0	NA		
4070 RULE BOOKS	3394	4437	2900	3533	3533	3300	13.8%		
4071 RULE BOOK SPONSORS	7250	2750	5000	4200	4200	4000	-20.0%		
4075 SWIM MAGAZINE ADVERTISEMENTS		2086	0	0	0	2500	NA		
4080 SHIPPING		0	0	0	0	0	NA		
4090 OTHER REGISTRAR'S INCOME	844	0	0	0	0	0	NA		
4140 NEWSLETTER POSTAL MEET		2645	3000	1510	1510	6000	100.0%		
4150 CHAMPIONSHIP MEET SURCHARGES	2889	5914	4600	3000	5200	6400	39.1%		
4151 LONG DIST. CHAMPIONSHIP SRCHRG	1307	1430	1800	1197	1197	2200	22.2%		
4152 MSI CHAMPIONSHIP FEES	1222	0	3500	0	0	0	-100.0%		
4160 MRKTG. COMM. PROJECTS	0	0	0	0	0	0	NA		
4170 MRKTG. COMM. SALES	56	141	0	14	14	0	NA		
4171 MRKTG. COMM. SPONSOR INCOME	10000	4100	10000	5833	5833	0	-100.0%		
4200 PUBLICATIONS SALES	419)	850)))	170.6%		
4204 . USMS CLUB HANDBOOK		473)	515	515	200)		
4205 . ADAPTIVE SWIMMING		170)	0	0	0)		
4207 . PLACES TO SWIM		1163)	1180	1180	1200)		
4208 . CABLE SWIM GUIDE))	0	0	50)		
4209 . SPORTS MEDICINE HANDBOOK		13)	90	90	0)		
4210 TOP 10 SUBSCRIPTIONS		984	6000	4504	4504	6500	8.3%		
4250 ALL-AMER. PATCHES & CERTIF.	609	922	3500	1800	1800	2000	-42.9%		
4260 CHAMPIONSHIP PATCHES	2571	867	895	425	425	928	3.6%		
4265 LONG DIST. CHAMP. PATCHES		275	0	289	289	476	NA		
4266 LONG DIST. CHAMP. MEDALS		912	0	1354	1354	1620	NA		
4270 DECALS, BROCHURES, ETC.	526	468	250	227	227	150	-40.0%		
4271 VIDEO RENTAL INCOME		2	0	0	0	0	NA		
4450 GRANTS	0	0	0	0	0	0	NA		
4451 REIMBURSEMENTS & REFUNDS	0	86	0	0	0	0	NA		
4500 OTHER	193	1168	175	126	126	0	-100.0%		
4900 INTEREST	22136	24689	21000	6596	15000	15000	-28.6%		
4910 DIVIDENDS	0	0	0	0	0	0	NA		
GROSS REVENUE	403155	235323	481250	422503	447905	462804	-3.8%		
4999 DEDUCTIONS FROM REVENUE	0	0	0	0	0	0	0.0%		
NET REVENUE	403155	235323	481250	422503	447905	462804	-3.8%		
NET REVENUE LESS CASH EXPENDTR	80292	7451	-50100	46428	9214	-5079			
TRANSFER FROM (TO) HOUSE OF DELEGATES FUNDS ACCOUNT	-80292	-7451	50100	-46428	-9214	5079			
NET CASH FLOW	0	0	0	0	0	0			

	USMS FINANCE COMMITTEE		EXHIBIT " A "		09/25/92		12-31-92		% Incr. over 1992 B
	1990 A	1991 A	1992 B	1992 YDT A	Projected	1993 B			
EXPENSES									
5011 LIABILITY INSURANCE	142682	55000	128359	128859	128859	117604	-8.4%		
5012 ACCIDENT INSURANCE	23412	14384	27500	25507	26500	20250	-26.4%		
5013 DIRECTRS & OFFCRS' INSURANCE	3850	3850	4000	3850	3850	3850	-3.8%		
5014 BONDING	0	0	1500	1300	1300	1500	NA		
5017 GENERAL RESERVE		0	10000	0	10000	10000	0.0%		
5018 LIABILITY INSURANCE RESERVE	19039	21461	20000	13333	20000	20000	NA		
5019 PAID LIABILITY EXPENSES	961	4760	0	0	0	5000	NA		
5050 PRESIDENT	2620	4132	4400	1688	4000	3400	-22.7%		
5060 VICE PRESIDENT	584	557	775	75	675	500	-35.5%		
5070 SECRETARY	949	382	1175	760	1005	1305	11.1%		
5080 TREASURER	1180	739	925	555	656	1025	10.8%		
5090 PAST PRESIDENT		75	225	0	225	100	-55.6%		
5100 NATIONAL OFFICE (EXEC.SEC.)									
5101 Contract fee	24600	26400	26400	17600	26400	26400	0.0%		
5102 Administrative Expenses	8044	9290	10650	6127	9000	11100	4.2%		
5103 All-Amer. Patch Expenses	728	824	800	840	840	620	-22.5%		
5104 Decals, Brochures, etc. Exp.		0	0	0	0	0	NA		
5105 Publications Expenses	206	1069	800	380	380	1100	NA		
5106 Other inven.-related expenses		0	0	0	0	0	NA		
5110 TOTAL - NATIONAL OFFICE	33578	37582	38650	24947	36620	39220	1.5%		
5150 REGISTRAR									
5151 Expenses	2883	1376)	35	35	600	NA		
5152 Contract	16851	12026	21000	14432	21000	25650	22.1%		
5153 Paid Labels		1921)	655	655)	NA		
5153 TOTAL - REGISTRAR	19733	15323	21000	15122	21690	26250	25.0%		
5200 CONTROLLER	103	182	425	106	300	300	-29.4%		
5250 INTERNAL AUDIT	0	0	425	0	0	425	0.0%		
5270 CHAMPIONSHIP COMMITTEE	3581	2572	4240	1244	3250	1930	-54.5%		
5271 CHAMPIONSHIP PATCH EXPENSES	1228	888	895	413	413	0	-100.0%		
5272 LONG DIST. PATCH EXPENSES	246	238	170	281	281	0	-100.0%		
5273 LONG DIST. MEDAL EXPENSES	1130	919	1440	1343	1343	0	-100.0%		
5274 INT'L. MEET SURCHARGES	2444	0	3500	0	0	0	-100.0%		
5280 COACHES COMMITTEE	925	515	1100	260	635	815	-25.9%		
5290 CONVENTION COMMITTEE	10364	7310	15200	1191	12513	14200	-6.6%		
5310 EXECUTIVE COMMITTEE	76	495	1200	18	500	1200	0.0%		
5330 FINANCE COMMITTEE	54	102	200	31	131	200	0.0%		
5340 INSURANCE COMMITTEE	87	148	250	0	100	200	-20.0%		
5350 INTERNATIONAL COMMITTEE	637	507	625	74	149	720	15.2%		
5370 LEGISLATION COMMITTEE	133	96	300	7	82	300	0.0%		
5390 LONG DISTANCE COMMITTEE	516	1399	1485	414	750	1725	16.2%		
5410 LONG RANGE PLANNING COMMITTEE	61	106	325	7	82	150	-53.8%		
5430 MARKETING/PUBL. COMMITTEE	1869	1490	5700	915	915	3175	-44.3%		
5470 RECORDS AND TABULATION COMMITTEE	1359	1747	1700	0	500	1700	0.0%		
5471 TOP 10 SUBSCRIPTIONS			6500	1541	1541	5514	-15.2%		
5472 COMPLIMENTARY TOP 10 SUBSCRIP.	486	486	0	0	0	486	NA		
5490 REGISTRATION COMMITTEE	306	295	400	171	246	425	6.3%		
5510 RULES COMMITTEE	0	79	175	0	75	175	0.0%		
5530 SPORTS MEDICINE COMMITTEE	429	0	375	84	84	1000	166.7%		
5550 ZONE CHAIR	276	255	2285	171	246	2300	0.7%		
5551 BREADBASKET ZONE	89	110)	0	75)			
5552 COLONIES ZONE	163	253)	0	75)			
5553 SOUTHWEST ZONE	0	103)	0	75)			

USMS FINANCE COMMITTEE	EXHIBIT " A "		09/25/92		12-31-92		% Incr. over 1992 B
	1990 A	1991 A	1992 B	1992 YDT A	Projected	1993 B	
5554 DIXIE ZONE	135	218)	43	118)	
5555 GREAT LAKES ZONE	125	130)	0	75)	
5556 OCEANA ZONE	387	548)	0	75)	
5557 SOUTH CENTRAL ZONE	50	75)	0	75)	
5558 NORTHWEST ZONE		0)	0	75)	
5610 AD HOC COMPUTERIZATION COMM.	121	90	2000	0	2000	1000	-50.0%
5620 AD HOC RULEBOOK COMMITTEE	460	765	850	42	850	895	5.3%
5630 AD HOC OFFICIALS COMMITTEE	57	748	900	0	500	300	-66.7%
5640 AD HOC FITNESS COMMITTEE	5	56	1000	67	67	515	-48.5%
5650 RANSOM ARTHUR AWARD COMM.	0	485	200	193	200	210	5.0%
5660 AD HOC ONE-DAY REGISTRA. COMM.				0	51	100	NA
5700 HISTORIAN	500	0	100	0	0	100	0.0%
5720 LEGAL COUNSEL	190	326	725	133	208	725	0.0%
5721 OUTSIDE LEGAL SERVICES	0	850	2000	0	2000	3000	50.0%
5740 LIAISON/DELAGATE(S) - FINA	1489	1200	5000	805	805	2000	-60.0%
5760 LIAISON/DELEGATE - MSI	727	2200	500	0	0	2500	400.0%
5780 LIAISON - USS	0	0	100	0	0	200	100.0%
5810 GRANT EXPENDITURES	0	0	1800	0	0	0	-100.0%
5820 HALL OF FAME CONTRIBUTIONS	1236	1419	1375	1276	1326	1350	-1.8%
5830 MEMBERSHIP FEES - USAS/MSI/USS	2000	0	1000	1000	1000	1600	60.0%
5840 NEWSLETTER	18584	19704	20500	3268	5000	5050	-75.4%
5841 NEWSLETTER POSTAL MEET		942	3000	0	500	5500	83.3%
5845 SWIM MAGAZINE SUBSCRIPTIONS		0	165000	153048	159048	162000	-1.8%
5850 RULE BOOKS	4048	4574	7700	5810	6000	7750	0.6%
5851 REGISTRATION EXP. - ALL OTHER	2383	1466	4750	110	1500	1635	-65.6%
5855 PUBLIC RELATIONS EXPENSES	0	795	0	0	0	0	NA
5950 DEPRECIATION	4147	5102	4200	1806	2700	3500	-16.7%
5980 MISCELLANEOUS/CONTINGENCY	2137	860	2046	0	0	1000	-51.1%
5981 PRIOR YEAR ADJUSTMENTS		-46	0	73	73	0	NA
5987 (WAS ALL-AMERICAN COMMITTEE)		0	0	0	0	0	NA
5988 (WAS TABULATION COMMITTEE)		0	0	0	0	0	NA
5990 YEAR END ADJUSTMENT	-106	0	0	0	0	0	NA
5999 INCOME TAXES	0	0	3500	0	0	0	-100.0%
6000 COMMISSIONS	0	0	0	0	0	0	NA
6010 BANKING FEES	215	215	400	270	400	400	0.0%
SUBTOTAL EXPENSE ITEMS	314041	221263	536070	392208	464386	488274	-8.9%
CAPITAL EXPENDITURES							
1501 CHAMPIONSHIP COMM. - SOFTWARE		0	0	0	0	0	NA
1511 AD HOC COMPUTER - SOFTWARE	0	5274	13000	0	5000	0	-100.0%
1520 NATIONAL OFFICE - EQUIPMENT	0	0	1000	0	0	1500	50.0%
1521 NATIONAL OFFICE - SOFTWARE		0	0	0	0	0	NA
1522 NATIONAL OFFICE - FURN.& FIX.		0	0	0	0	0	NA
1540 REGISTRAR - EQUIPMENT		0	0	0	0	0	NA
1541 REGISTRAR - SOFTWARE	0	0	0	0	0	0	NA
1561 COMPUTRZTM COMM. - SOFTWARE		0	0	0	0	0	NA
1581 CONTROLLER - SOFTWARE		0	0	0	0	0	NA
3050 PROPERTY & EQUIPMENT		2902	1500	0	0	600	NA
SUBTOTAL CAPITAL EXPENDI	0	8176	15500	0	5000	2100	-86.5%

USMS
FINANCE COMMITTEEEXHIBIT " A "
B=budget
A=actual

09/25/92

	1990 A	1991 A	1992 B	1992 YDT A	12-31-92 Projected	1993 B	% Incr. over 1992 B
INVENTORY EXPENDITURES							
1300 ALL-AMERICAN PATCHES		0	1375	715	715	0	NA
1301 ALL-AMERICAN CERTIFICATES		0	310	144	144	500	61.3%
1320 CHAMPIONSHIP PATCHES/MEDALS		908	0	0	0	1313	NA
1321 LONG DIST. CHAMP. PATCHES		289	0	0	0	476	NA
1326 LONG DIST. CHAMP. MEDALS		1138	0	850	850	1620	NA
1340 MRKTG.COMM.-CALENDAR PRODUCTION		0	0	0	0	0	NA
1341 MRKTG.COMM.-ADAPTIVE HANDBOOK		0	0	0	0	0	NA
1342 MRKTG.COMM.-BROCHURES	4800	4752	0	0	0	3000	NA
1343 MRKTG.COMM.-USMS PLANNER	27380	19381	15000	0	3000	3500	-76.7%
1344 MRKTG.COMM.-DECALS	0	0	0	0	0	0	NA
1345 MRKTG.COMM.-PR HANDBOOK	0	645	0	0	0	0	NA
1350 PLACES TO SWIM BOOKLET	762	753	600	173	173	600	NA
1360 USMS RULE BOOKS		0	0	0	0	0	NA
SUBTOTAL INVENTORY EXPEN	32942	27865	17285	1882	4882	11009	-36.3%
TOTAL EXPENDITURES	346983	257304	568855	394090	474267	501383	-11.9%
LESS: DEPRECIATION	4147	5102	4200	1806	2700	3500	-16.7%
LESS: OTHER NON-CASH EXP	19973	24329	33305	16209	32876	30000	-9.9%
TOTAL CASH EXPENSES	322863	227873	531350	376075	438691	467883	-11.9%

Roll Sheet - Finance Committee

9AM 9/25

MEMBERS

Kris Wingenroth Gulf
John P. Maguire Florida
Richard Smith Pacific
DAVE GRAY, PACIFIC
Roy Abramowitz, Oregon. (ex officio)
Bob Davidson, Breadbasket (mpls.)
Nick Fazzano, New England
DAVE ZANDER, INLAND EMPIRE
Susan Lager, Metropolitan (ex officio)

NON-COMMITTEE MEMBERS

Ted Hantz New England
FORREST SULLIVAN VIRGINIA
Pierce Bray, Lake Erie
Barbara Souer - Southern
Hugh Winn PACIFIC
Rob Nathan - Connecticut
Frank Neagust - Pacific NW
Ruth Wein - PACIFIC
Steve Schofield - Southern Pacific
PAT WILSON - SOUTHEASTERN
RICHARD BURWS - PMS

JACK BERTHANNAN

ALAN LEVINSON - PACIFIC
Richard Deal - Sun.
Hansen Deal Mayaguez
Walt Reid - PNA
Lou Abel - NJ