



Key Performance Indicator (Q4 2017)

Financial Controls

Actual Versus Projected
Membership Change
Membership Revenue



Notes

Tab
Tab
Tab

Human Resources

New Board Training



TriNet Site

Legal

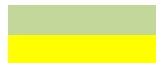
IMS Litigation
Insurance D and O



Continued Activities / Insurance
Policy Renewed

Policies and Procedures

Open Source Framework
Spec Dev



Statement Completed
Policy in Draft

Misc

Q4 2017

PRELIMINARY REPORT - NOT FINAL

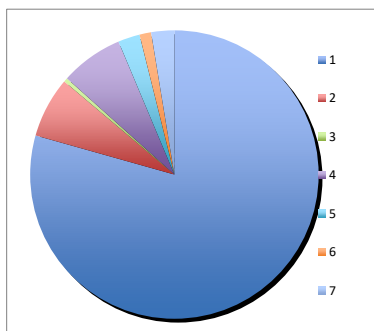
Profit & Loss Budget Performance

December 2017

Through December

	Association Current QT \$ Actual	Current Budget	Actual vs. Budget	Year-to-Date Actual	FY 2017
Ordinary Income/Expense					
Income					
4000 · Contibuted support	0.00	11,250.00	-11,250.00	5,000.00	45,000.00
5000 · Earned revenues	134,452.93	162,500.00	-28,047.07	571,603.37	650,000.00
Total Income	134,452.93	173,750.00	-39,297.07	576,603.37	695,000.00
Gross Profit	134,452.93	173,750.00	-39,297.07	576,603.37	695,000.00
Expense					
7200 · Salaries & related expenses	105,552.46	103,750.00	-1,802.46	411,459.83	415,000.00
7500 · Contract services	11,392.94	16,250.00	4,857.06	49,036.00	65,000.00
8100 · Non-personnel expenses	5,627.03	8,750.00	3,122.97	17,606.19	35,000.00
8200 · Facility & equipment expen:	0.00	1,250.00	1,250.00	3,221.00	5,000.00
8300 · Travel & meetings expenses	13,215.52	16,250.00	3,034.48	50,786.80	65,000.00
8500 · Other expenses	0.00	750.00	750.00	18,661.94	3,000.00
8600 · Business expenses	2,491.82	2,500.00	8.18	9,388.47	10,000.00
Total Expense	138,279.77	149,500.00	11,220.23	560,160.23	598,000.00
Net Ordinary Income	-3,826.84	24,250.00	-28,076.84	16,443.14	97,000.00
Other Income/Expense					
Other Income					
6700 · Interest Income	0.07	0.00	0.07	0.24	0.00
6702 · Unrealized Gain/Loss on Investment	0.00	-1,750.00	1,750.00		-1,000.00
7700 · Exchange Gain/Loss	-985.90	0.00	-985.90	-5,724.90	-6,000.00
Total Other Income	-985.83	-1,750.00	764.17	-5,724.66	-7,000.00
Net Other Income	-985.83	-1,750.00	764.17	-5,724.66	-7,000.00
Net Income	-4,812.67	22,500.00	-27,312.67	10,718.48	90,000.00

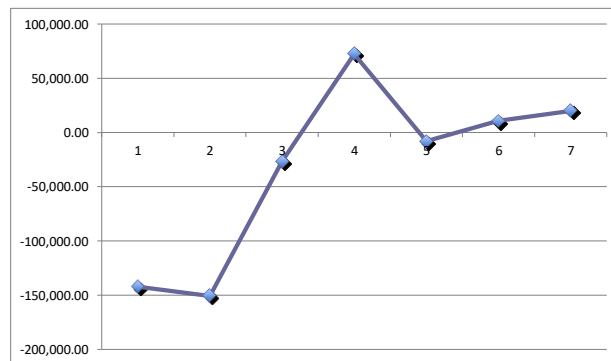
Totals
572,000 Salaries
49,000 Contracted
3221 Facility
50786 Travel
17606 Non_personnel
9388 Business Exp
18661 Other



Schools Interoperability Framework
Profit & Loss YTD Comparison

Accrual Basis * Green represents audit years

	Audit 2012	Ending 2013	Ending 2014	2015 Audit	Ending 2016	Ending 2017	Projected 2018
Ordinary Income/Expense							
Income							
4000 · Contributed support	187,845.00	98,182.00	87,380.00	54,030.00	20,319.00	5,000.00	10,000.00
5000 · Earned revenues	954,896.00	885,043.00	697,944.00	632,976.00	643,629.00	571,603.00	600,000.00
Total Income	1,142,741.00	983,225.00	785,324.00	687,006.00	663,948.00	576,603.00	610,000.00
Gross Profit	1,142,741.00	983,225.00	785,324.00	687,006.00	663,948.00	576,603.00	610,000.00
Expense							
7200 · Salaries & related expenses	644,699.00	631,961.00	528,749.00	409,083.07	408,325.00	411,459.00	415,000.00
7500 · Contract services	555,994.00	406,891.00	161,471.00	99,594.67	95,706.00	49,000.00	50,000.00
8100 · Non-personnel expenses	30,876.00	39,738.00	38,934.00	18,006.30	21,320.00	17,606.00	25,000.00
8200 · Facility & equipment expenses	2,400.00	3,000.00	3,000.00	2,453.23	5,933.00	3,221.00	5,000.00
8300 · Travel & meetings expenses	44,183.00	49,394.00	76,662.00	59,988.23	58,373.00	50,786.00	65,000.00
8500 · Other expenses	0.00	0.00	300.00	4,999.00	2,834.00	18,661.00	15,000.00
8600 · Business expenses	6,862.00	3,000.00	2,754.00	9,108.59	75,890.00	9,388.00	10,000.00
Total Expense	1,285,014.00	1,133,984.00	811,870.00	603,233.09	668,381.00	560,121.00	585,000.00
Net Ordinary Income	-142,273.00	-150,759.00	-26,546.00	83,772.91	-4,433.00	16,482.00	25,000.00
Other Income/Expense							
Other Income							
6700 · Interest Income	0.00	0.00	0.00	0.84	0.00	0.00	0.00
Total Other Income	0.00	0.00	0.00	0.84	0.00	0.00	0.00
Other Expense							
9000 · Exchange Gain or Loss	0.00	0.00	-4,000.00	-11,494.00	-3,677.00	-5,724.00	-5,000.00
Total Other Expense	0.00	0.00	-4,000.00	-11,494.00	-3,677.00	-5,724.00	-5,000.00
Net Other Income	0.00	0.00	0.00	-11,493.16	-3,677.00	-5,724.00	-5,000.00
Net Income	-142,273.00	-150,759.00	-26,546.00	72,279.75	-8,110.00	10,758.00	20,000.00



2017 Compliance Oversight Areas

1. Finance Controls

Finance Controls	Performed
Proper Directors and Officers insurance is to be obtained and secured on an annual basis.	Sept
The Executive Director/CEO has the authority to sign checks and execute contracts on behalf of A4L	Ongoing
All check deposits are made immediately with proper notification is made to the Executive Director/CEO, Accountant, and Membership Coordinator. These and credit card/direct deposits are entered into financial management system (QuickBooks) by accountant from online banking information.	Ongoing
Checks or charges in the amount of \$10,000 or more require the additional authorization (email/fax) of either the Treasurer or co-Chairs.	Ongoing
The Executive Director/CEO ensures that all expense reports for which he/she is seeking monetary reimbursement from A4L are reviewed and signed-off by either the Treasurer or Co-Chairs before reimbursement is made.	Ongoing
As most expenses are charged to the corporate credit cards, monthly reconciliations and statements will either be emailed from the Executive Director/CEO to the Treasurer for review and sign-off before the monthly corporate credit cards bill are paid.	Ongoing Monthly
Where appropriate, all expenses submitted for reimbursement or payment will be classified as to the line item to which they belong in the annual budget.	Ongoing Monthly
The Compliance Committee will be sent a summary of the prior quarter financials one week after the quarter end. These documents will then be supplied to Association and Local Management Boards of the Community.	Quarterly
Yearly finance report generated and provided to the Compliance Committee	Feb
Tax submissions will be created and submitted to the Compliance Committee prior to IRS 990 submission	Feb

2. Human Resources

Human Resource Controls	Performed
HR Manual and required trainings performed by Executive Director/CEO and HR contracted agency	Ongoing
Letters of Employment performed yearly and includes yearly review information	Jan
Salary/Performance changes presented to the Compliance Committee for approval	Jan
Compliance Committee performs yearly review of Executive Director/CEO	June
Executive Director works with HR contracted agency to address Safe Harbor, 401K Equity reports, Workplace requirements, etc. issues	Nov

3. Legal

Legal Controls	Performed
All legal documentation reviewed yearly and posted on the Board Community Site	Ongoing
- Business establishment - DC	
- IP and Trademark Registrations	
- By-Laws	
- Membership Agreement	
- TMLA	
- Certification Agreements	
- Non-Disclosure Agreements	
- Contract Template	
- Product Standards	
- Other non-renewable documentation (Articles of Incorporation, Tax Exemption, Anti-trust, etc.)	

4. Policies and Procedures

Policy and Procedures Controls	Performed
All policy and procedures documentation reviewed yearly and posted on the Member Community Site	Ongoing
- Locale-Specific Operating Guides	
- Certification Program Guides	
- Test Harness User Manual	
- Specification Development (global and local specific)	
- Guide to Functional Groups	
- Community Site Best Practices	

2017 Membership Information

OCT-DECEMBER 2017

	Gained	Lost	Renewed
Australia			7
North America	4	1	12
United Kingdom		1	

JULY-SEPTEMBER 2017

	Gained	Lost	Renewed
Australia			4*
North America	5	3	20**
United Kingdom		2	3

*includes 1 Consortium (14 members)

**includes 1 Consortium (11 members)

APRIL-JUNE 2017

	Gained	Lost	Renewed
Australia			
North America	6*	2	6
United Kingdom		1	

*includes 3 State Alliances

JANUARY-MARCH 2017

	Gained	Lost	Renewed
Australia			11
North America	6	4	16
United Kingdom			3

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