

# METROPOLITAN SWIMMING, INC.



## BOARD OF DIRECTORS MEETING

Wednesday, January 17, 2018

**PRESENT:** John McIlhargy, Monique Grayson, John Yearwood, Eric Fisher, Jocelyn Fisher, Julie Chen, Scott Draper, Dave Ferris, Edgar Perez, Dom Boccio, Mark Amodio, Brian Hansbury, David Ellinghaus, John Collins and Elaine Ang.

**EXCUSED PRIOR:** Matt Keane and Mary Fleckenstein

**ABSENT:** Stanley Wong and Robert Frawley

1. **WELCOME/ROLL CALL:** John “Mac” McIlhargy welcomed everyone present and wished a Happy New Year to all! Mac called the meeting to order at 6:45pm at the YWCA in White Plains, NY
2. **ACCEPTANCE/CORRECTIONS OF MINUTES:**  
A motion to approve the minutes of October 18, 2017 was made, seconded and approved by all.  
**Motion carries**
3. **GENERAL CHAIR:** John McIlhargy
  - a. **Important** – This was a working meeting to support our ongoing audit requirements. Our meeting was mostly about this topic. Mac talked about the right way to do things and ways to make things better and prioritize what needs to be done.
  - b. **Club/Coaches Registration** - Mac had to call some clubs to remind them that the Club itself and the Coaches had to be registered for 2018 – many were not registered by the end of 2017! Coaches must not call the Office on a Friday morning and expect to have their registrations done!! It is not fair to the Office Manager!
4. **FINANCE VICE-CHAIR REPORT:** Julie Chen –Please review files are attached at the end of the minutes
  - a. Annuity Meeting Summary - Review of Minutes of Annuity Meeting with NestEgg Builders
  - b. Audit Updates:
    - 1: External Audit
    - 2: IRS Audit – this is our priority currently.
    - 3: Internal Audit
  - c. Budget Discussion – we need a special meeting to review the revised budget
  - d. Financial Operating Process and Procedures: only Priorities (see Table of Content Sample at the end of Minutes)
  - e. Central Documentary Depository – Drop Box is secured but what is the capacity?
  - f. Talk about all documents that are needed – 1099s, W2s, 990s
5. **TREASURER’S REPORT:** Elaine Ang
  - a. Hard copies of Elaine’s reports are attached to these minutes
  - b. Profit and Loss – September 1, 2017 to January 17, 2018
  - c. Balance Sheet Comparison as of January 17, 2018
  - d. Trial Balance as of January 17, 2018

- e. Workers Compensation Fine
  - f. Don Galluzzi Scholarship (see New Business)
6. **ADMINISTRATIVE VICE CHAIRS:** Eric Fisher and Scott Draper
    - a. Nothing to report currently
  7. **SENIOR CO-CHAIRS:** John Collins and Dave Ferris
    - a. Nothing to report currently
  8. **AGE GROUP CO-CHAIRS:** John Yearwood and Dom Boccio
    - a. Summer Zones - Try to get registration forms electronically for this meet
    - b. Bids for Equipment for Zones need to be done again. Speedo was for 3 years - Vendors?
  9. **ATHLETES REPRESENTATIVES:** Jocelyn Fisher and Matt Keane
    - a. Nothing to report
  10. **COACHES CHAIR:** John Yearwood
    - a. Nothing to report
  11. **OFFICIALS:** Mark Amodio
    - a. Nothing to report
  12. **NATIONAL TIMES VERIFICATION /TOP 10:** Monique Grayson
    - a. Nothing to report currently
  13. **TECHNICAL PLANNING:** David Ellinghaus
    - a. Nothing to report currently
    - b. The Long Course Season Bid Information went out and is up on the website!
  14. **OFFICE MANAGER:** Mary Fleckenstein
    - a. **Mary was unable to attend the meeting but here is her report:**
    - b.
 

<u>Registration as of Jan 11, 2017</u>	<u>as of January 17, 2018</u>
10,441 athletes	9,764 athletes
85 other non-athletes	87 other non-athletes
556 coaches	549 coaches
366 officials	387 officials
<u>Total</u> 11,376 registered members	<u>Total</u> 10,711 registered members
85 registered clubs	86 registered clubs/organizations
    - c. We had 2 clubs combine – Agua Gems and Monroe Woodbury –  
 Athlete count difference is NYCP not renewing all of their swimmers  
 Coaches still not getting their certifications in on time. They receive an email generated by USA Swimming reminding them they have 30 days. Many calls and emails the day/night before or during a meet. Not sure how to make it any clearer to coaches that if a certification is expired they can NOT be on a pool deck in any capacity. Also, clubs/coaches not using their club portals to see what is needed. Deck pass is also available to coaches to see their certifications. Should not need to call the office and ask, “What do my coaches need”.
    - d. Athlete Protection – Please see web site – many are logging out before it completes the process!!  
 Also, officials/meet directors not checking credentials on deck. Coaches with expired certifications are allowed on deck. Referees and meet directors are not allowed to accept an updated

certification if the coaches card is expired. The coach must submit to the office and the certification must be entered in the database. DECK PASS is live – if it is not on deck pass it has not been entered. Coaches can also print a temporary card from deck pass. There are no excuses for coaches not to have proof of membership and certification. This is a huge liability.

- e. Reminder that Safety Training for Swim Coaches is a TWO-part course – online and in water. Online certificate must be submitted with a current approved lifeguard certificate or a skills sheet. Recons – still getting better but still need to work on having teams update info and rebuild ID#'s. They need to let any meet director know when something has been updated or it will appear on next meet. Legal names must be used. If you send a change for a spelling of a name of a registered swimmer – just email the info, otherwise it creates a new swimmer!!
- f. If you send in a batch for registrations – CHANGE is change – it does not register! Please send changes in separate email/batch and let me know it is a change.
- g. Website has had no major issues. Peter has done a great job getting things posted in a timely manner.
- h. Long Course 2018 bid procedures and applications went out last week.

15. **OLD BUSINESS:**

No Old Business that was not mentioned before during the meeting.

16. **NEW BUSINESS:**

a. **New Business presented by Elaine Ang:**

Discussion on the status of Astoria Bank – Mac will follow up on this.

Leadership Conference Coaches & Athletes - Mac will evaluate this and see if we send someone.

b. **New Business presented by Julie Chen:**

Can Metro start accepting cash donations? For example: for the “Lenny Galluzzi Scholarship”- under \$25,000 there is no Audit or IRS issues

Astoria Bank – Recommendation is to have a separate Chase account for anything that is donated to Metropolitan Swimming or earmarked as scholarship - combine the 3 Astoria accounts into one then close them – then call the new Chase account as a scholarship fund account.

c. **New Business presented by John Yearwood:**

Diversity Meet in NC in May – some LSC's are sending an “LSC Team” and can we consider sending a Metro Team to that meet! Mac wants a proposal for this. Discussion followed.

d. **New Business presented by David Ellinghaus**

Correct the names on Disabilities page on the web site and HOF page – need of new appointees for both Disability and Hall of Fame ...

**Next BOD Meeting – March 14, 2018 at NCAC – or TBA**

A motion to adjourn the meeting was made, seconded and approved by all. Motion carries. Meeting adjourned at 8:20pm.

Respectfully submitted by Monique Grayson

February 16, 2018



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### BOARD OF DIRECTORS MEETING

Wednesday, January 17, 2018

White Plains YWCA

1: CALL TO ORDER, WELCOME, and INTRODUCTIONS:

Excused prior to meeting: Matt Keane, Mary Fleckenstein

Roll Call:

NOT PRESENT

2: ACCEPTANCE/CORRECTIONS OF MINUTES:

#### Reports of officers

3: GENERAL CHAIR: John McIlhargy: Welcome –General Updates-Happy New Year

**IMPORTANT: This will be a working meeting to support of our ongoing audit requirements. Our meeting will be mostly about this topic.**

#### **Finance Chair has several Items for Agenda:**

- Annuity Meeting Summary
- Audit
  - External Audit
  - IRS Audit
  - Internal Audit
- Budget Discussion
- Financial Operating Process and Procedure: Only priorities
- Central Document Depository

4: OFFICERS REPORS: (\*\*additional information or officer request for specific time)

- |                                                        |                                        |
|--------------------------------------------------------|----------------------------------------|
| • TREASURER’S REPORT: Elaine Ang                       | FINANCE CHAIR: Julie Chen**            |
| • ADMINISTRATIVE VICE CHAIR: Eric Fisher/Scott Draper  | SENIOR CHAIR: John Collins/Dave Ferris |
| • AGE GROUP CHAIR: John Yearwood/Dom Boccio            | COACHES REPRESENTATIVE: John Yearwood  |
| • ATHLETES’ REPRESENTATIVES: Jocelyn Fisher/Matt Keane | TECHNICAL PLANNING: David Ellinghaus   |
| • SAFETY COORDINATOR: Edgar Perez                      | SAFE SPORT COORDINATOR: Brian Hansbury |

At Large Athletes: Stanley Wong/ Robert Frawley

5: OFFICE MANAGER: Mary Fleckenstein N/A Excused prior

6: UNFINISHED/OLD BUSINESS:

7: NEW BUSINESS:

8: NEXT MEETING: HOD lets be prepared

Adjournment

**Metropolitan Swimming  
Annuity Meeting with NestEgg Builders  
Date: November 14, 2017**

**Metropolitan Swimming Attendees:** Scott Draper (Co Administrative Vice Chair)  
Julie Chen (Finance Vice Chair)  
Elaine Ang (Treasurer)

**NestEgg Builders Attendees:** Robert McKeever (agent),  
Diane Pierorazio (Manager/Supervisor),  
Janie Hertel (Manager/Supervisor)

**Meeting Location:** NestEgg Builders Office  
2424 Route 52 #2, Hopewell Jct, NY 12533

At the start of the meeting, Metropolitan Swimming provided a copy of the Board Resolution dated November 1, 2017 signed by the Board Secretary to NestEgg Builders manager, Ms. Pierorazio.

After receipt of the Board Resolution, NestEgg Builders forwarded a copy of the Board Resolution to Fidelity & Guarantee and National Integrity to facilitate the necessary correspondence and changes.

1. Review and receive a copy of existing annuities contracts
  - During the meeting, with the assistance from Ms. Pierorazio and Ms. Hertel, we were able to review the original contract and confirm that George Rhein is the sole annuitant and Metropolitan Swimming is the beneficiary for all five annuity contracts.

With assistance from Ms. Pierorazio and Ms. Hertel, NestEgg Builders has agreed to forward a copy of each of the 'five' annuity contracts to the Finance Vice Chair and the Treasurer.

The five annuity contracts comprised of 'one' annuity contract with Fidelity & Guarantee and 'four' annuity contracts with National Integrity.

- At the meeting, Metropolitan Swimming was able to confirm that only George Rhein's signature is on file as the sole representation from Metropolitan Swimming purchasing all five annuity contracts.

Notably, George Rhein signed all the annuity contracts as the Finance Vice Chair. Per Metro Bylaws, the Finance Vice Chair has no signature authorization unless the Board provides the Finance Vice Chair a Board Resolution supporting the signature.

Metropolitan Swimming was able to confirm with NestEgg Builders that NestEgg Builders does not have a Board Resolution on file to support George Rhein's signature since the purchase.

- During the discovery that no Board Resolution was on file to authorize the purchase of the annuity contracts, legally Metropolitan Swimming could null and void these five contracts.

However, to void these five contracts implies that Metropolitan Swimming will agree to forego all the interests earned, estimated \$17,188, at the end of FYE 2017.

Without the Board vote to null and void the contracts, a quick decision has to be made for the benefits of Metropolitan Swimming, not to give up the interest earned.

2. A discussion between Elaine Ang and Ms. Pierorazio and Ms. Hertel occurred to confirm Metropolitan Swimming has a complete set of past statements for the five annuities since the date of purchase. During the meeting, Elaine has indicated that she does have all the statements.
3. Metropolitan Swimming was able to change the annuitant of the Fidelity & Guarantee contract to Elaine Ang (the current Treasurer). However, National Integrity will not support the change of Annuitant from George Rhein.
4. Metropolitan Swimming with the assistance from NestEgg Builders was able to verify the recipients of commissions. Per NestEgg Builder's office record, the agent and his son are the only two who benefitted from the commissions.

The objective is to ensure Metropolitan Swimming meets (1) the IRS Guideline for Not-For-Profit and (2) Metro Bylaws. No one on the Board can and should benefit directly from Metropolitan Swimming – receive any part of the commissions.

5. As stated by the Board Resolution, Metropolitan Swimming removed George Rhein as the sole authorized signature on all five annuity contracts. And replaced the sole signature with three current board member as authorized signatures.

Moving forth, all future changes to Metropolitan Swimming's annuity contracts will require two out of three signatures on file.

Most importantly, before the annuities mature date and after each election, Metropolitan Swimming needs to provide a Board Resolution similar to the November 1, 2017 Board Resolution to NestEgg Builders to facilitate:

- (i) change to the annuitant when the Treasurer changes and
- (ii) changes to the authorized signatures when (a) Administrative Vice Chair, (b) Finance Vice Chair or (c) Treasurer changes.

# Metropolitan Swimming LSC Finance Vice Chair Report

Julie Chen

January 17, 2018 Board Meeting

## Goals and Objectives:

- Encourage Use of Best Practices to Enhance Compliance with Metro By-Laws
- Ensure Adequate Finance Governance
- Enhance Internal Controls
- Increase Finance Transparency

# Report Summary

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- **Old Business/Open Action Items:**

- Annuity Meeting Summary

- Audit Updates:

- External Audit

- External Audit Fieldwork: On-Going
- Auditor Awaiting for Supporting Documents from Metro
- Auditor's (Phone) Interviews has been Completed in December 2017
- Auditor submitted Tax Filing Extension for FYE 2017
- Do not Expect 'Final' Audit Result Until IRS Field Audit is Completed

- IRS (Field) Audit

- IRS Field Audit Notification Dated November 15, 2017 for FYE 2015
  - Metropolitan Swimming Engaged Waugh and Goodwin for IRS Representation
  - Auditor Awaiting Supporting Documents from Metro to Start Conversation with IRS
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# Report Summary

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- **Old Business/Open Action Items:**

- Audit Updates (Continued):

- (Ongoing) Internal Audit Activities to Support External Audit and IRS Audit

- On-Going Periodic Review of Quickbook

- ❖ Need to Address: Quickbook overdues, unapplied items

- ❖ Need to Incorporate: Current Quad Budget Approved by 2016 September HoD

- Need to Review: Past Annual and Monthly Bank Reconciliation Reports

- Need to Complete: Itemize List of Metro's Assets

- Pre-caution Activity:

- ❖ Schedule Metro Office Physical Visit to Ensure Compliance if/when Field Visit Occurs

# Report Summary

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- **Old Business/Open Action Items (Cont.):**

- Budget
  - Existing Quad Budget 2017-2020 need to be revised for FY 2017-2018
    - Request A Separate Meeting in February for Revised Budget Discussion
- Financial Operating Process and Procedure
  - ‘Working’ Preliminary Draft: See Table of Contents
    - Continue to Coordinate with Scott Draper to Complete Preliminary Draft
    - When Complete: Will Schedule a Separate Meeting for BoD Discussion/Approval
    - After BoD Approval: Present to 2018 May HoD for Approval if Necessary
  - Key Priorities:
    - See Internal Audit Section: To Do’s
    - Establish and Initiate Timesheet for Metropolitan Swimming Employee
    - Need to Make Changes to Use of American Express Points
      - ❖ IRS Publication 4221-NC, Compliance Guide for Tax Exempt Organizations

# Report Summary

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- **Old Business/Open Action Items (Cont.):**
  - Central Document Depository
    - Request a Separate Meeting to Discuss Metro's Physical Security and IT Infrastructure
      - Must be Accessible to ALL Board Member and Metro Employee(s)
      - Current 'Moving' Boxes is not Organized and Has Not Met Auditors' Requests Timeline

# Report Summary

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- **New Business Items:**
  - Cash Donation(s)
  - Restricted Cash Account

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DRAFT

	PRELIMINARY (For Information Only)							
	Actual	Adj. Actual	Adj. Actual	Actual	Budgeted	REVISED		
	FY Ending 2014	FY Ending 2015	FY Ending 2016	FY Ending 2017	FY Ending 2017	Budget 2018	Budget 2019	Quad Game Plan 2020
<i>(amounts in USD)</i>								
<b>INCOME</b>								
<i>5000 General Income Accounts</i>								
5000.16 Sanctions	11,162	20,000	17,107	12,450	20,000	15,000	15,000	59,557
5004.19 Misc		20	70					70
5005.16 Fines								
5005.17 Administrative Fines	4,715	4,446	7,733	2,948	5,000	3,000	3,000	16,681
5005.18,19 Junior & Senior Fines	200	303	200	200	200	200	200	800
<b>Total 5005.16 Fines</b>	<b>4,915</b>	<b>4,749</b>	<b>7,933</b>	<b>3,148</b>	<b>5,200</b>	<b>3,200</b>	<b>3,200</b>	<b>17,481</b>
5100.16 Surcharge								
5100.17 Senior Surcharge	13,650	7,690	-		-	-	-	-
5100.18 Junior Surcharge	4,565	6,450	5,105		6,000			5,105
5102.16 Meet Surcharge	206,167	216,418	225,727	294,876	250,000	295,000	295,000	1,110,603
5102.17 Junior Olympic Surcharge	17,020	16,580	16,535	8,070	18,000	8,100	8,100	40,805
<b>Total 5100.16 Surcharge</b>	<b>241,402</b>	<b>247,138</b>	<b>247,367</b>	<b>302,946</b>	<b>274,000</b>	<b>303,100</b>	<b>303,100</b>	<b>1,156,513</b>
<b>Total 5000 General Income Accounts</b>	<b>257,479</b>	<b>271,907</b>	<b>272,477</b>	<b>318,544</b>	<b>299,200</b>	<b>321,300</b>	<b>321,300</b>	<b>1,233,551</b>
5001 Investment Income		10,895		17,188				
5001.1 Interest/Dividend Income	3,860	92	224	162				
<b>Total 5001 Investment Income</b>	<b>3,860</b>	<b>10,987</b>	<b>224</b>	<b>17,350</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
5006 Registrations								
5006.06 Club Registration Received	10,250	10,375	17,545	16,644	18,000	17,000	17,000	68,189
7037.08 Club Registrations paid	(5,740)	(5,880)	(6,370)	(6,160)	(6,000)	(6,414)	(6,414)	(25,357)
<b>Total 5006.06 Club Registration Received</b>	<b>4,510</b>	<b>4,495</b>	<b>11,175</b>	<b>10,484</b>	<b>12,000</b>	<b>10,586</b>	<b>10,586</b>	<b>42,832</b>
5007.06 Athlete Registration Received	609,803	639,207	691,245	734,584	730,000	735,000	740,000	2,900,829
7037.17 Athlete Registration Paid	(520,470)	(537,084)	(561,369)	(603,278)	(575,000)	(609,000)	(613,143)	(2,386,790)
<b>Total 5007.06 Athlete Registration Received</b>	<b>89,333</b>	<b>102,123</b>	<b>129,876</b>	<b>131,306</b>	<b>155,000</b>	<b>126,000</b>	<b>126,857</b>	<b>514,039</b>
5007.07 Registration Transfers	4,272	3,920	4,475	4,280	3,000	4,300	4,300	17,355
5011.06 Non Athlete Registration Received	55,319	61,867	68,936	73,728	70,000	74,000	74,000	290,664
7037.09 Non-Athlete Registration	(31,350)	(52,832)	(60,176)	(61,540)	(55,000)	(61,314)	(61,314)	(244,345)
<b>Total 5011.06 Non Athlete Registration Received</b>	<b>23,969</b>	<b>9,035</b>	<b>8,760</b>	<b>12,188</b>	<b>15,000</b>	<b>12,686</b>	<b>12,686</b>	<b>46,319</b>
<b>Total 5006 Registrations</b>	<b>122,084</b>	<b>119,573</b>	<b>154,286</b>	<b>158,258</b>	<b>185,000</b>	<b>153,572</b>	<b>154,429</b>	<b>620,545</b>
Sales			10,596	14,412				25,008
Unapplied Cash Payment Income			(493)					(493)
<b>TOTAL INCOME</b>	<b>383,424</b>	<b>402,467</b>	<b>437,090</b>	<b>508,564</b>	<b>484,200</b>	<b>474,872</b>	<b>475,729</b>	<b>1,878,611</b>

**PRELIMINARY (For Information Only)**

(amounts in USD)	PRELIMINARY (For Information Only)						REVISED		
	Actual	Adj. Actual	Adj. Actual	Actual	Budgeted	Budget	Budget	Quad Game	
	FY Ending 2014	FY Ending 2015	FY Ending 2016	FY Ending 2017	FY Ending 2017				
<b>EXPENSES</b>									
<b>5008 Meets</b>									
5008.16 Senior Meets									
5008.2 Open Water 5K & 10K	(100)				(3,000)				-
7014.22 Open water 5K & 10 K Expenses	1,000		-		2,000				-
<b>Total 5008.2 Open Water 5K &amp; 10K</b>	<b>900</b>		-	-	<b>(1,000)</b>				-
5008.3 Senior Mets SC Entries	(14,205)	(14,137)	(23,925)	(17,346)	(24,000)	(18,000)	(18,000)		(77,272)
5008.31 Senior Mets SC Admisssions & Programs		(19,684)	(12,187)	(9,863)		(10,000)	(10,000)		(42,050)
5008.40 Senior Mets LC Entries	(15,565)	(22,655)	(21,965)	(18,318)	(22,000)	(18,400)	(18,400)		(77,083)
5008.45 Admissions & Programs	(6,839)	1,200	(10,395)	(8,264)	(23,000)	(8,300)	(8,300)		(35,259)
<b>Total 5008.40 Senior Mets LC Entries</b>	<b>(36,609)</b>	<b>(55,276)</b>	<b>(68,472)</b>	<b>(53,792)</b>	<b>(69,000)</b>	<b>(54,700)</b>	<b>(54,700)</b>		<b>(231,664)</b>
7009.17 Sr Mets Personnel	5,968	4,625	7,432	13,517	7,500	7,500	7,500		35,949
7009.18 Sr. Mets. Pool rental	19,220	28,142	34,188	32,360	35,000	35,000	35,000		136,548
7009.19 Sr. Mets - Officials' Exp	2,287	2,507	1,313	3,642	2,500		-		4,955
7009.22 Sr Mets Misc	286	826	3,701		3,000				3,701
7009.20 Sr. Mets - Refreshments & Supplies	4,017	6,355	6,352	5,618	6,500	6,000	6,000		23,970
7009.21 Sr. Mets Awards	1,634	1,694	1,708	830	1,750	1,500	1,500		5,539
<b>Total 5008.16 Senior Meets</b>	<b>(2,298)</b>	<b>(11,126)</b>	<b>(13,778)</b>	<b>2,175</b>	<b>(13,750)</b>	<b>(4,700)</b>	<b>(4,700)</b>		<b>(21,003)</b>
5009.2 Zone Qualifier Meet	(13,999)	(12,924)	(13,391)	(13,311)	(24,000)				(26,701)
5008.45 Zone Qualifier-Admission & Program	500	(9,863)	(9,505)	(6,010)					(15,515)
7013.16 Zone Qual Expenses	725	637	1,068						1,068
7013.17 Zone Qual - Awards, meet exp		705	780	780	4,000				1,559
7013.18 Zone Qual - Meals & Travel		2,287	2,194	3,435					5,629
7013.19 Zone Qual Officials's expense	600	399	278	617	600				895
7013.20 Zone Qual Personnel	2,025	3,075	2,025	4,252	3,000				6,277
7013.21 Zone Qual Pool Rental	6,300	18,000	18,000	18,000	18,000				36,000
<b>Total 5009.2 Zone Qualifier Meet</b>	<b>(3,849)</b>	<b>2,316</b>	<b>1,450</b>	<b>7,763</b>	<b>1,600</b>				<b>9,213</b>
<b>6000 Zone Meets</b>									
6001 Short Course Zone Meet									
5016.03 Zone Short Course fees collected	(32,012)	(33,384)	(39,427)	(39,397)	(40,000)				(78,824)
7038.01 Zone Short Course Uniforms	26,670	24,139	29,487	28,093	30,000				57,580
7038.13 Zone SC Petty cash & supplies	1,978	1,849	2,347	900	2,350				3,247
7038.27 Zone Short Course Bus	14,100	10,324	10,916	12,237	11,000				23,153
7038.28 Board Member travel	88	(95)	1,207	387	1,200				1,594
7038.29 Zone Short Course Entries paid	1,706	1,706	1,701	1,686	2,000				3,387
7038.31 Officials Travel Assistance					400				-
7038.30 Zone Short Course Hotel	34,106	31,941	35,676	31,824	36,000				67,500
<b>Total 6001 Short Course Zone Meet</b>	<b>46,637</b>	<b>36,480</b>	<b>41,907</b>	<b>35,730</b>	<b>42,950</b>				<b>77,637</b>

**PRELIMINARY (For Information Only)**

**REVISED**

Actual FY Ending 2014	Adj. Actual FY Ending 2015	Adj. Actual FY Ending 2016	Actual FY Ending 2017	Budgeted FY Ending 2017
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Budget 2018	Budget 2019	Quad Game Plan 2020
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(amounts in USD)

<b>6002 Long Course Zone Meet</b>								
5017.08 Zone Long Course fees collected	(109,932)	(93,718)	(129,912)	(74,231)	(105,000)	(75,000)	(75,000)	(354,143)
5017.09 Zone Long Course entry fee paid	8,436	6,854	8,040	5,962	7,000	6,024	6,024	26,050
7038.03 Zone LC Petty Cash & supplies	2,197	1,568	1,656	1,000	2,000	1,000	1,000	4,656
7038.05 Zone LC Uniform	39,663		74,818		40,000	50,000	50,000	174,818
7038.07 Zone Long Course Bus	20,500	23,291	17,523	22,491	25,000	23,000	23,000	86,014
7038.08 Zone LC Hotel & meals	71,903	75,654	113,747	592	77,000	77,000	77,000	268,339
7038.10 Officials Travel					400			-
7038.09 Board Member Travel LC	954	1,448	120	1,248	1,500			1,375
<b>Total 6002 Long Course Zone Meet</b>	<b>33,721</b>	<b>15,098</b>	<b>85,998</b>	<b>(42,938)</b>	<b>47,900</b>	<b>82,024</b>	<b>82,024</b>	<b>207,108</b>
<b>6003 Zone Meet Host</b>			(31,601)	52,826				21,225
<b>Total 6000 Zone Meets</b>	<b>80,358</b>	<b>51,578</b>	<b>96,304</b>	<b>45,618</b>	<b>90,850</b>	<b>82,024</b>	<b>82,024</b>	<b>305,970</b>
<b>7038.11 Others (what are these expense??)</b>	2,071		1,214	192				1,407
<b>Total 5008 Meets</b>	<b>76,282</b>	<b>42,767</b>	<b>85,190</b>	<b>55,749</b>	<b>78,700</b>	<b>77,324</b>	<b>77,324</b>	<b>295,587</b>
<b>6100 Program Expenses</b>								
<b>6105 Stipends</b>								
6004.19 Sectional Stipends	30,600	22,200	39,600	29,600	40,000	30,500	30,500	130,200
6005.18 Jr. National Stipend	17,400	3,500	12,320	3,500	68,000	5,000	5,000	25,820
6005.19 Jr National (NCSA) Travel Reimbursement	28,000	25,600	55,200	40,400	10,000	40,000	40,000	175,600
6005.2 Sr. National Stipends, futures us open	5,600	4,777	7,200	2,357	15,000	5,000	5,000	19,557
6005.25 Olympic Trial Stipend			47,742		-	-	-	47,742
6005.3 Open water			-		3,000	3,000	3,000	6,000
7030 Distance Stipends	5,000	5,833	6,000	7,200	6,000	8,000	8,000	29,200
xxxx Misc (what is this)			13,194					13,194
<b>Total 6105 Stipends</b>	<b>86,600</b>	<b>61,910</b>	<b>181,256</b>	<b>83,057</b>	<b>142,000</b>	<b>91,500</b>	<b>91,500</b>	<b>447,313</b>
<b>6107 Symposiums</b>	5,476		-	-	-			-
<b>6108 Hall of Fame Dinner</b>								
7008.14 Hall of Fame dinner payments			-		(4,000)			-
7008.16 Hall of Fame Dinner - caterer			-		3,000			-
7008.18 HOF Printing & Awards & Other		5,000	5,000	5,000	5,000	5,000	5,000	20,000
<b>Total 6108 Hall of Fame Dinner</b>	<b>-</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>4,000</b>	<b>5,000</b>	<b>5,000</b>	<b>20,000</b>
<b>6109 Joseph Stetz Scholarship - Registration Income</b>	(2,050)	(2,075)	(2,250)	(2,150)	(2,075)	(2,000)	(2,000)	(8,400)
7025.16 Joe Stetz Scholarship Awards	2,000	2,000	2,000	2,000	-	2,000	2,000	8,000
7025.16 Scholarship Plaque	11							-
<b>Total 6109 Joseph Stetz Scholarship - Registration Income</b>	<b>(39)</b>	<b>(75)</b>	<b>(250)</b>	<b>(150)</b>	<b>(2,075)</b>	<b>-</b>	<b>-</b>	<b>(400)</b>
<b>6111 Club Excellence Program</b>	19,600	9,700	34,200	31,200	30,000	32,000	32,000	129,400

**PRELIMINARY (For Information Only)**

(amounts in USD)	PRELIMINARY (For Information Only)							
	Actual	Adj. Actual	Adj. Actual	Actual	Budgeted	REVISED		
	FY Ending 2014	FY Ending 2015	FY Ending 2016	FY Ending 2017	FY Ending 2017	Budget 2018	Budget 2019	Quad Game Plan 2020
6118 Senior Training Trip	18,582		-		20,000	20,000	20,000	40,000
6117 Diversity Program		2,771	2,327	5,380	3,000	7,200	7,200	22,107
6118.1 Camps , coach clinic			1,000		-	-	-	1,000
<b>Total 6100 Program Expenses</b>	<b>130,219</b>	<b>79,307</b>	<b>223,533</b>	<b>124,487</b>	<b>196,925</b>	<b>155,700</b>	<b>155,700</b>	<b>659,420</b>
<b>6200 Committee Expenses</b>								
7026.3 Galuzzi Scholarship				2,000		2,000	2,000	6,000
7007 Review Committee					500	500	500	1,000
7035 Officials incentive	2,576	3,752	4,830	4,850	5,000	5,500	5,500	20,680
7035.12 Officials Travel Assistance	3,736	5,043	9,422	7,991	9,500	14,000	14,000	45,413
7035.10 Background check	857	3,042	981	1,137	2,000	1,300	1,300	4,718
7035.18 Officials Supplies & Training Expense	995	2,456	2,415	4,642	3,000	5,300	5,300	17,657
xxxx (what is this?)		107						-
<b>Total 7035 Officials Committee</b>	<b>8,164</b>	<b>14,399</b>	<b>17,648</b>	<b>18,620</b>	<b>19,500</b>	<b>26,100</b>	<b>26,100</b>	<b>88,468</b>
<b>XXXX.1 Audit Committee</b>							13,000	13,000
External Audit						35,000		
IRS Field Audit						6,000		
<b>XXXX.2 Safe Sport Activities</b>						6,000	6,000	12,000
<b>XXXX.3 Athlete Representative Activities</b>						2,000	2,000	4,000
<b>XXXX.4 Technical Planning Committee</b>						500	500	1,000
<b>Total 6200 Committee Expenses</b>	<b>8,164</b>	<b>14,399</b>	<b>17,648</b>	<b>20,620</b>	<b>20,000</b>	<b>78,100</b>	<b>50,100</b>	<b>125,468</b>
<b>7500 Office/General Administrative Expenses</b>								
7501 Salary Expense	22,500	43,925	60,700	61,850	91,800	61,850	61,850	246,250
7502 Payroll Tax	1,286	3,987	8,226	13,407	7,803	13,500	13,500	48,634
YYYY.4 Worker Comp Insurance						500		
<b>Total Metro Employee Expense</b>	<b>23,786</b>	<b>47,912</b>	<b>68,927</b>	<b>75,257</b>	<b>99,603</b>	<b>75,850</b>	<b>75,350</b>	<b>294,884</b>
7528 Telephone	1,176	1,580	765	761	1,000	800	800	3,126
7503 Internet Expense	604	618	1,981	1,915	2,000	2,000	2,000	7,896
7504 Web Site Charges	5,600	6,000	6,334	6,000	6,500	6,000	6,000	24,334
7515 Office & Supplies	1,552	2,926	3,128	2,252	2,000	2,300	2,300	9,980
7542 Supplies Management	938	812	970	448				1,418
7543 Printing		62	52					52
7529 Postage	986	1,264	853	568	1,000	600	600	2,621
<b>Total Metro Office Expense</b>	<b>10,856</b>	<b>13,262</b>	<b>14,082</b>	<b>11,944</b>	<b>12,500</b>	<b>11,700</b>	<b>11,700</b>	<b>49,426</b>
7521 SWIMS Stipends	5,000	5,000	5,000	5,000	5,000	5,000	5,000	20,000
7520 Bank & Credit Card expenses	9,877	19,242	27,115	27,265	20,000	27,500	27,500	109,381

**PRELIMINARY (For Information Only)**

(amounts in USD)	PRELIMINARY (For Information Only)						REVISED		
	Actual	Adj. Actual	Adj. Actual	Actual	Budgeted	Budget	Budget	Quad Game	
	FY Ending 2014	FY Ending 2015	FY Ending 2016	FY Ending 2017	FY Ending 2017				2018
7540.16 Zone Dues	2,702	2,577	2,762	2,783	2,800	2,800	2,800	11,145	
7547 Meet Equipment Expense	1,527	46	4,675	1,582	1,000	1,600	1,600	9,457	
7540.11 Fees			445	495	400	500	500	1,940	
7541.00 Professional Fee			100						
7048 Bookkeeping	429	698	611	454	1,400	-	-	1,066	
YYYY.1 Payroll Service Expense						1,200	1,200	2,400	
YYYY.2 QuickBook Payment Fee		10	362	119				481	
YYYY.3 DropBox						100	100	200	
7540.20 State Filing Fees	100	100		125	100	125	125	375	
YYYY State Fines (Worker's Comp)						7,500		7,500	
<b>Total Metro LSC Operating Expense</b>	<b>19,635</b>	<b>27,672</b>	<b>41,070</b>	<b>37,824</b>	<b>30,700</b>	<b>46,325</b>	<b>38,825</b>	<b>163,944</b>	
7531 Travel - BOD	1,245	3,936	5,303	3,753	5,000	6,466	6,466	21,987	
YYYY.6 Marketing and Entertainment						3,000	3,000	6,000	
7539 Refreshment - BOD/ LSC	2,762	2,347	2,459	1,668	2,750	2,000	2,000	8,127	
7539.25 BOD Expense		284	811	350		400	400	1,961	
YYYY.5 Office Supplies						150	150	300	
7539.25 LSC Meetings			181	1,585	200	200	200	2,166	
<b>Total Board of Director Expense</b>	<b>4,007</b>	<b>6,567</b>	<b>8,754</b>	<b>7,356</b>	<b>7,950</b>	<b>12,216</b>	<b>12,216</b>	<b>40,541</b>	
7517 Conferences & Convention	28,637	29,516	27,296	33,491	28,000	19,500	19,500	99,787	
7517.2 EZ Meeting				5,143				5,143	
<b>Total Conference &amp; Convention Expense</b>	<b>28,637</b>	<b>29,516</b>	<b>27,296</b>	<b>38,634</b>	<b>28,000</b>	<b>19,500</b>	<b>19,500</b>	<b>104,930</b>	
ZZZZ Placeholder for Letigation Cost								-	
7546 Golden Goggles		10,000		10,000	10,000		10,000	20,000	
7548 Donation	208	365						-	
7556 Misc			10,895	762				11,657	
<b>Total 7500 Office/General Administrative Expenses</b>	<b>87,130</b>	<b>135,293</b>	<b>171,023</b>	<b>181,777</b>	<b>188,753</b>	<b>165,591</b>	<b>167,591</b>	<b>685,382</b>	
<b>TOTAL EXPENSES</b>	<b>301,794</b>	<b>271,766</b>	<b>497,394</b>	<b>382,633</b>	<b>484,378</b>	<b>476,715</b>	<b>450,715</b>	<b>1,765,857</b>	
7050 Depreciation		191	660	1,042				1,702	
<b>NET INCOME (LOSS)</b>	<b>81,630</b>	<b>130,510</b>	<b>(60,964)</b>	<b>124,889</b>	<b>(178)</b>	<b>(1,843)</b>	<b>25,014</b>	<b>111,052</b>	

Report to the Board  
Office Administration  
January 17, 2018

**Registration as of Jan 11, 2017**

**as of January 17, 2018**

10,441 athletes

9,764 athletes

85 other non-athletes

87 other non-athletes

556 coaches

549 coaches

366 officials

387 officials

Total 11,376 registered members

10,711 registered members

85 registered clubs

86 registered clubs/organizations

We had 2 clubs combine – Agua Gems and Monroe Woodbury –

Athlete count difference is NYCP not renewing all of their swimmers

**Coaches still not getting their certifications in on time.** They receive an email generated by USA Swimming reminding them they have 30 days. Many calls and emails the day/night before or during a meet. Not sure how to make it any clearer to coaches that if a certification is expired they can NOT be on a pool deck in any capacity. **Also, clubs/coaches not using their club portals to see what is needed.** Deck pass is also available to coaches to see their certifications. Should not need to call the office and ask “What do my coaches need”.

Athlete Protection – Please see web site – many are logging out before it completes the process!!

Also, **officials/meet directors not checking credentials on deck.** Coaches with expired certifications are allowed on deck. Referees and meet directors are not allowed to accept an updated certification if the coaches card is expired. The coach must submit to the office and the certification must be entered in the database. DECK PASS is live – if it is not on deck pass it has not been entered. Coaches can also print a temporary card from deck pass. There are no excuses for coaches not to have proof of membership and certification. This is a huge liability.

Reminder that Safety Training for Swim Coaches is a TWO part course – online and in water. Online certificate must be submitted with a current approved lifeguard certificate or a skills sheet.

Recons – still getting better but still need to work on having teams update info and rebuild ID#’s. They need to let any meet director know when something has been updated or it will appear on next meet. Legal names must be used. If you send a change for a spelling of a name of a registered swimmer – just email the info, otherwise it creates a new swimmer!!

If you send in a batch for registrations – CHANGE is change – it does not register! Please send changes in separate email/batch and let me know it is a change.

Website has had no major issues. Peter has done a great job getting things posted in a timely manner.

Long Course 2018 bid procedures and applications went out last week.