



American Society of Civil Engineers

**2006-2007
ASCE SECTION
ANNUAL
REPORT**

Section: Maine

ANNUAL REPORT

(Guidelines and Suggested Format)

For the Fiscal Year October 1, 2006 through September 30, 2007

TRANSMITTAL	Report Prepared by:			
11/16/07	Walter Fagerlund Ralph Nelson	Secretary Treasurer		
Distribution Information*	Copies of this report have been distributed by the Section to:		Yes	No
	ASCE District Director/Region Board Chair		X	
	Subsidiary Branch Secretaries			n/a
	Section File		X	

*NOTE

The original of this report is to be submitted by the Section so that it will be **received** by the Geographic Services Department, ASCE Headquarters, 1801 Alexander Bell Drive, Reston, VA 20191-4400, **not later than November 30, 2007.**

GENERAL INFORMATION

Consolidated Annual Reports of Section Activities and Finances are required to be submitted in accordance with the provisions of Society Bylaws, Article 9.5.2.5. Annual Section Reports are due at the Society Headquarters not later than November 30. Reports are to cover the Society's twelve month fiscal year starting on October 1 and ending September 30.

REMINDER

Receipt of the complete Annual Report is a prerequisite to the payment of the Society's annual allotment to each Section.

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	Please attach the following with your Section's Annual Report:	
5.1	A current copy of the Section Constitution and Bylaws	
5.2	A current copy of the Branch Bylaws, if applicable	

1.0 ORGANIZATION		
1.1	Officers are elected during the month of	May
	Officers officially take office during the month of	May
1.2	Please indicate personnel serving during this fiscal year:	
	Term of Office (Month/Year to Month/Year)	May 2006 to May 2007
	Peter Merfeld	President
	Chris Taylor	Secretary (-Treasurer)
	Walter Fagerlund	Treasurer
1.3	Personnel elected to hold office during the next fiscal year are:	
	Term of Office (Month/Year to Month/Year)	
	Tim Merritt	President
	Walter Fagerlund	Secretary (-Treasurer)
	Ralph Nelson	Treasurer

2.0 FINANCE AND MEMBERSHIP

2.1 FINANCIAL OPERATIONS

2.1.1 Reporting Section Subsidiary Organizations

The Annual Financial Report of the Section shall include a consolidation of the concurrent financial operations of all subsidiary local organizations (Branches, Technical Groups, Forums, Committees, etc.) which may or may not have separate treasuries. This reporting may be done in two ways, or by a combination of both:

First, the itemized receipts, disbursements and assets of subsidiary local organizations may be included integrally with the Section statement of cash receipts and expenditures and budget comparison (Figure 3, Form - IIOA). This procedure would be preferable where the receipts and disbursements of the respective subsidiary organizations are handled and managed by the Section.

Second, when the receipts and disbursements are handled and managed by the subsidiary organizations, the total assets and total equity of such units may be reported separately by the Section on its Balance Sheet (Figure 4, Form - IIOB). When this procedure is used, the Section may find it convenient and desirable to have the subsidiary organizations submit an annual financial report to the Section. Forms - IIOA and IIOB may be locally adapted for this purpose. Copies of such reports should be included in this report following the Section's Financial Report.

2.1.2 Audit of Section Financial Statements	Yes	No
The Section's financial statements are periodically audited by an independent auditing firm		X
Frequency of audit (annual, bi-annual)		
Describe composition or qualifications of Auditor or Auditing Committee:		

2.1.3 Budget	Yes	No
This Section prepares a budget itemizing anticipated receipts and disbursements	X	
Responsibility for preparing the budget belongs to (Position, Committee, etc.): Treasurer		
	Yes	No
The budget is officially approved	X	
By (Position, Committee, etc.): Budgets officially approved by Section Board.		

2.1.4 Periodic Financial Reports	Yes	No
Financial reports are periodically presented to the Section membership	X	
Frequency: Monthly and upon request		
Form of presentation: Spreadsheet via hardcopy or electronic		

2.1.5 Handling of Funds
Authorization to obligate Section Funds belongs to (Title or Position): Section Board of Directors
Authorization to disburse Section Funds belongs to (Title or Position): Treasurer or Secretary

2.1.6 Bonding	Yes	No
Persons authorized to handle Section monies are bonded		X
Describe type, amount and cost of bonds in effect (theft, fidelity, etc.): n/a		

2.1.7 Operation of Subsidiary Organizations		
The following subsidiary organizations handle their financial operations separate from the Section-Treasurer's activities: (Please list organization(s))	Charge dues in addition to Section dues?	
	Yes	No
n/a		

2.1.8 SECTION MEMBERSHIP/DUES REPORT						
Note: DO NOT complete this information if ASCE National collects dues for your Section. Complete ONLY IF your Section collects its own dues, or has collected a portion of dues directly.						
MEMBERSHIP		DUES				
Membership Grades		Number assigned to Section as of September 30 A	Section dues amount per person B	Number of Assigned Members Paying Dues C	Dues Collected D(=BxC)	% Assigned Members Paying Section Dues C/Ax100
Associate Member	AM		\$			
Member	M		\$			
Fellow	F		\$			
Affiliate	AF		\$			
Student Member	SM		\$			
TOTAL	XX	1.	XXXXXXXX	4.		
Life Member	LM	2.		XXXXXXXX		XXXXXXXX
Total assigned members minus life members. (Item 1 minus item 2)		3.	XXXXXXXX	XXXXXXXX		XXXXXXXX
% of Assigned Members less Life Members paying Sect. Dues = Item 4 x 100 – Item 3 = %						

2.2 Statement of Cash Receipts and Cash Disbursements [Figure 3] October 1, 2006 to September 30, 2007		
CASH RECEIPTS	\$ BUDGET	\$ ACTUAL
Section Dues	\$4500	\$5076
Society Allotments	\$3500	\$3534.58
Interest Income	\$100	\$118.27
Dividend Income		
Contributions, Gifts *		
Grants		
Assessments		
Publication Sales		
SPAG	\$7313	\$7313
Advertising Income	\$0	\$300
Local Societies		
Dinners & Luncheons	\$6000	\$10245
ASCE Conferences (Transportation)	\$9500	\$9600
Educational Courses (Tech Seminar)	\$23900	\$16,125
Miscellaneous	\$0	\$241.18
Golf Tournament	\$9500	\$9935
Model Contest	\$1500	\$1550
Younger Members	\$6800	\$9346.10
Sub-Total		
Sale of Securities	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	
Total Cash Receipts	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	\$73,384.13

* NOTE: Contributions [individual or corporate] over \$5,000.00 MUST be itemized.

CASH DISBURSEMENTS	\$ BUDGET	\$ ACTUAL
Local Societies		
Dinners & Luncheons	\$9000	\$11513.14
ASCE Conferences		
Educational Courses (Tech Seminar)	\$21,700	\$14,303.86
Miscellaneous	\$300	\$441
Contributions, Gifts, Grants Paid	\$1100	\$1034.14
Fees Paid for Raising Contributions, Gifts, Grants		
Stationery & Office Supplies		
Postage		
Telephone		
Newsletter & Year Book (includes website)	\$5500	\$7035.78
General Printing (Excluding Advertising)		
Meetings		
Branches		
Younger Member Activities	\$9325	\$12,626.34
Student Activities (Student Outreach)	\$2000	\$1297
Secretarial Services (Non Employee)		
Section Officer Honorarium	\$2200	\$1445.29
Official Travel	\$2500	\$2268.82
Committee Expense	\$600	\$751.57
ASCE Council/Region		
Insurance		
Administrative Staff Salaries		
F.I.C.A. Taxes (Social Security)		
Rent		
Financial & Legal Advice		
Lobbying *		
ADVERTISING EXPENSE		
Printing		
Promotion		
Commissions		
Postage		
Supplies		
Advertising Salaries		
University of Maine Student Chapter	\$2500	\$3500
History and Heritage	\$500	\$280
Outreach and E-Week	\$1000	\$579.20
Golf Tournament	\$9500	\$9934.41
Scholarships	\$5000	\$4400.04
Region 1 Fees	\$492	\$492
Legislative Task Force	\$700	\$700
SPAG Grant Activities	\$8563	\$8500
Sub-Total		
Purchase of Securities	XXXXXXXXXXXXXXXXXX	
Total Cash Disbursements	XXXXXXXXXXXXXXXXXX	\$81102.59
Net Increase (Decrease) in Cash (Receipts – Disbursements)	XXXXXXXXXXXXXXXXXX	
Cash on Hand September 30, 2006 **	XXXXXXXXXXXXXXXXXX	\$27,794.47* Updated ending balance to reflect additional disbursement after close of last year's Fiscal Year books
Cash at September 30, 2007	XXXXXXXXXXXXXXXXXX	\$20,076.01

*Lobbying means attempting to influence legislation. This includes contacting or urging the public to contact members of a legislative body for the purpose of proposing, supporting, or opposing legislation, or advocating the adoption or rejection of legislation. Legislation includes any action by Congress, any state

legislature, any local council or similar governing body, or by the public in a referendum, initiative, constitutional amendment or similar procedure.

**** NOTE:** This figure should be identical to that submitted as Cash on Hand [year-end balance] in the previous year ' s Annual Report.

2.4 BALANCE SHEET - As of September 30, 2007

ASSETS		NET ASSETS	
Cash in bank and on hand	\$19,526.01	Unrestricted net assets	\$19,526.01
Securities (at cost)			
Furniture & equipment			
Building			
Land			
Trust funds		Net Assets Restricted for Prizes, Awards & Trust Funds	
SUBTOTAL ASSETS	\$19,526.01	SUBTOTAL NET ASSETS	\$19,526.01
Total Assets Subsidiary Organizations (Branches, Technical Groups, Forums, Committees, etc.)		Total Equity Subsidiary Organizations (Branches, Technical Groups, Forums, Committees, etc.)	
Dues Receivable at end of current Fiscal Year amounted to:		Total of unpaid bills at the end of the current Fiscal Year amounted to approximately:	
TOTAL ASSETS	\$19,526.01	TOTAL NET ASSETS	\$19,526.01

NOTE: Total Assets must equal Total Net Assets

2.5 SECURITIES

Securities Held at September 30, 2007

U.S. Government Securities:		
Principal Amount	Type	Cost
Corporate Bonds or Bond Mutual Funds:		
Principal Amount	Name	Cost
Stock or Stock Mutual Funds:		
Number of Shares	Name	Cost

3.0 SECTION ACTIVITIES

Please list activities, other than routine monthly meetings, ie: Community or Public Service Projects, Legislative Activities, Public Awareness events:

1. Government Relations / Legislative Task Force- review bills, participate in forums
2. Membership Committee
3. Public Relation Committee
4. National Engineers Week
5. Annual Technical Seminar
6. Younger Member Activities
7. Scholarship Competition
8. K-12 Outreach Competition (West Point Bridge Design Contest
9. Maine DEP Task Force
10. Annual Transportation Conference
11. Rebuilding Together house project on National Rebuilding Day