



*American Society of Civil Engineers*

2005-2006  
ASCE SECTION  
ANNUAL  
REPORT

Section: Maine
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ANNUAL REPORT

(Guidelines and Suggested Format)

For the Fiscal Year October 1, 2005 through September 30, 2006

TRANSMITTAL	Report Prepared by:		
30 Nov 2006	Christopher Taylor	Secretary	
	Walter Fagerlund	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, 2006**.

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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5.0	Addenda 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	



<b>1.0 ORGANIZATION</b>		
1.1	Officers are elected during the month of	April
	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 05 to May 06
	Robert Chaput, Jr Peter Merfeld Tim Merritt	President President-elect Vice-President
	Erik Wiberg	Secretary
	Chris Taylor	Treasurer
	Walter Fagerlund Adam Meyer	Director 2 <sup>nd</sup> Year Director 1 <sup>st</sup> Year
	Personnel elected to hold office during the next fiscal year are:	
Term of Office (Month/Year to Month/Year)	May 06 to May 07	
Peter Merfeld Tim Merritt Erik Wiberg	President President-elect Vice-President	
Chris Taylor	Secretary	
Walter Fagerlund	Treasurer	
Adam Meyer Scott Gorneau	Director 2 <sup>nd</sup> Year Director 1 <sup>st</sup> Year	

**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.

<b>2.1.2 Audit of Section Financial Statements</b>	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:		

<b>2.1.3 Budget</b>	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.): Section Board of Directors		

<b>2.1.4 Periodic Financial Reports</b>	Yes	No
Financial reports are periodically presented to the Section membership	X	
Frequency: Monthly and upon request		
Form of presentation: Spreadsheet via hard copy or electronic distribution		

<b>2.1.5 Handling of Funds</b>
Authorization to obligate Section Funds belongs to (Title or Position): Section Board of Directos
Authorization to disburse Section Funds belongs to (Title or Position): Treasurer

<b>2.1.6 Bonding</b>	Yes	No
Persons authorized to handle Section monies are bonded		X
Describe type, amount and cost of bonds in effect (theft, fidelity, etc.): Not applicable		

<b>2.1.7 Operation of Subsidiary Organizations</b>		
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
Not applicable.		

<b>2.1.9 SECTION MEMBERSHIP/DUES REPORT</b>						
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.		XXXXXXXXXX		XXXXXXXXXX
Total assigned members minus life members. (Item 1 minus item 2)		3.	XXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
% of Assigned Members less Life Members paying Sect. Dues = Item 4 x 100 – Item 3 = %						

<b>2.2 Statement of Cash Receipts and Cash Disbursements [Figure 3] October 1, 2005 to September 30, 2006</b>		
CASH RECEIPTS	\$ BUDGET	\$ ACTUAL
21 Section Dues	\$4,500.00	\$4,545.00
22 Society Allotments	\$2,200.00	\$3,543.88
23 Interest Income	\$60.00	\$4.57
24 Dividend Income		
25 Contributions, Gifts *		
26 Grants (SPAG)	\$5,000.00	\$9,850.00
27 Assessments		
28 Publication Sales		
29 SPAG		
30 Advertising Income		
33 Local Societies		
34 Dinners & Luncheons	\$4,000.00	\$11,155.00
35 ASCE Conferences (Transportation, Cold Regions Conf.)	\$15,500.00	\$18,500.00
36 Educational Courses (Technical Seminar, Welding Seminar)	\$9,500.00	\$10,299.72
40 Miscellaneous	\$0.00	\$27.83
Section A/E Golf Tournament	\$9,500.00	\$11,882.00
High School Model Contest Sponsorships	\$1,500.00	\$1,700.00
Younger Members	\$0.00	\$380.00
Sub-Total		
Sale of Securities	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	
<b>Total Cash Receipts</b>	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	<b>\$71,888.00</b>

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

<b>CASH DISBURSEMENTS</b>	<b>\$ BUDGET</b>	<b>\$ ACTUAL</b>
33 Local Societies		
34 Dinners & Luncheons (Section Meetings)	\$ 6,500.00	\$ 14,049.90
35 ASCE Conferences (Cold Regions Conference)	\$ 6,000.00	\$ 9,250.00
36 Educational Courses (Technical Seminar, Welding Seminar)	\$10,000.00	\$ 3,161.50
40 Miscellaneous		
49 Contributions, Gifts, Grants Paid (Gifts, SPAG)	\$10,300.00	\$ 13,511.19
50 Fees Paid for Raising Contributions, Gifts, Grants		
51 Stationery & Office Supplies		
52 Postage		
53 Telephone & Telegraph		
54 Newsletter	\$ 5,500.00	\$ 4,634.52
55 Year Book		
56 General Printing (Excluding Advertising)		
57 Meetings		
58 Branches		
59 Associate and Younger Member Activities	\$ 2,500.00	\$ 1,228.72
60 Student Activities (Student Chapter)	\$ 1,500.00	\$ 4,500.00
61 Secretarial Services (Non Employee)		
62 Section Officer Honorarium	\$ 2,000.00	\$ 2,160.13
63 Official Travel	\$ 800.00	\$ 506.82
64 Committee Expense	\$ 600.00	\$ 387.12
65 ASCE Council		
66 Insurance		
67 Officer Salaries		
68 Clerical Salaries		
69 F.I.C.A. Taxes (Social Security)		
70 Rent		
71 Financial & Legal Advice		
72 Lobbying *	\$ 700.00	\$ 700.00
A/E Golf Tournament	\$ 9,500.00	\$ 11,382.00
CE Landmarks		
High School Model Competition	\$ 2,000.00	\$ 2,252.91
Univ. of Maine ASCE Room		
Univ. of Maine Civil Eng. Dept.		
Special Events		
<b>ADVERTISING EXPENSE</b>		
81 Printing		
82 Promotion (E-Week & Historic Landmark Brochure)	\$ 1,000.00	\$ 635.00
83 Commissions		
84 Postage		
85 Supplies		
86 Advertising Salaries		
Sub-Total		
Purchase of Securities	XXXXXXXXXXXXXXXXXXXX	
<b>Total Cash Disbursements</b>	XXXXXXXXXXXXXXXXXXXX	\$ 68,424.81
<b>Net Increase (Decrease) in Cash (Receipts – Disbursements)</b>	XXXXXXXXXXXXXXXXXXXX	
Cash on Hand September 30, 2005 **	XXXXXXXXXXXXXXXXXXXX	\$ 24,207.66
<b>Cash at September 30, 2006 (FY Closeout)</b>	XXXXXXXXXXXXXXXXXXXX	\$ 34,810.85

\*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, 2006**

<b>ASSETS</b>		<b>NET ASSETS</b>	
Cash in bank and on hand	34,819.85	Unrestricted net assets	34,819.85
Securities (at cost)			
Furniture & equipment			
Building			
Land			
Trust funds		Net Assets Restricted for Prizes, Awards & Trust Funds	
<b>SUBTOTAL ASSETS</b>	<b>34,819.85</b>	<b>SUBTOTAL NET ASSETS</b>	<b>34,819.85</b>
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:	
<b>TOTAL ASSETS</b>	<b>34,819.85</b>	<b>TOTAL NET ASSETS</b>	<b>34,819.85</b>

**NOTE: Total Assets must equal Total Net Assets**

**2.5 SECURITIES**

Securities Held at September 30, 2006

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

### **3.0 SUBSIDIARY ORGANIZATIONS**

#### **3.1 Branches and Other**

How many Branches and other organizations are there within the jurisdiction of the Section? One, Student Chapter at U.Maine

### **4.0 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

9. Maine DEP Task Force

10. Annual Transportation Conference

11.

12.