

08/11/07

**American-Canadian Genealogical Society**  
**Balance Sheet**  
As of July 31, 2007

	Jul 31, 07
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>1000 · BANK ACCOUNTS</b>	
1001 · CHECKING ACCOUNT-BNH	4,510.72
1002 · CHEQUING - CANADIAN FUNDS	1,594.85
1003 · BUILDING FUND-BNH	4,596.59
1004 · BOOK FUND-SMB	7,299.81
1005 · CASH ON HAND-CASH REG	150.00
1006 · PETTY CASH-VOLUNTEERS	200.00
1007 · C.D. SMB 10/18/2002	1,289.76
1009 · LIFE MEMB. ACCT. BNH	2,609.85
<b>Total 1000 · BANK ACCOUNTS</b>	<b>22,251.38</b>
<b>Total Checking/Savings</b>	<b>22,251.38</b>
<b>Accounts Receivable</b>	
<b>1100 · ACCOUNTS RECEIVABLE</b>	
1101 · Paid Invoices	-216.14
1100 · ACCOUNTS RECEIVABLE - Other	1,112.95
<b>Total 1100 · ACCOUNTS RECEIVABLE</b>	<b>896.81</b>
<b>Total Accounts Receivable</b>	<b>896.81</b>
<b>Other Current Assets</b>	
<b>1300 · INVENTORY-RESALE</b>	65,314.85
<b>Total Other Current Assets</b>	<b>65,314.85</b>
<b>Total Current Assets</b>	<b>88,463.04</b>
<b>Fixed Assets</b>	
<b>1500 · Fixed Assets</b>	
1501 · LIBRARY BUILDING	230,172.38
1502 · FURNITURE & EQUIPMENT	110,626.21
1503 · ACGS HOLDINGS	318,916.87
<b>Total 1500 · Fixed Assets</b>	<b>659,715.46</b>
<b>Total Fixed Assets</b>	<b>659,715.46</b>
<b>TOTAL ASSETS</b>	<b>748,178.50</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Long Term Liabilities</b>	
<b>2700 · NOTE PAYABLE</b>	
2701 · NOTES PAYABLE (DROUIN)	79,145.10
<b>Total 2700 · NOTE PAYABLE</b>	<b>79,145.10</b>
<b>2703 · . DROUIN PRINCIPLE</b>	-69,110.53
<b>Total Long Term Liabilities</b>	<b>10,034.57</b>
<b>Total Liabilities</b>	<b>10,034.57</b>

08/11/07

**American-Canadian Genealogical Society**

**Balance Sheet**

**As of July 31, 2007**

	<u>Jul 31, 07</u>
<b>Equity</b>	
<b>3000 · OPENING BALANCE EQUITY</b>	515,412.81
<b>3900 · RETAINED EARNINGS</b>	213,091.14
<b>Net Income</b>	<u>9,639.98</u>
<b>Total Equity</b>	<u>738,143.93</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>748,178.50</u></u>

DESCRIPTION	KEY	ACCOUNT	DATE 7/5/07		DATE 7/15/07		DATE 7/23/07		DATE 7/29/07		DATE 07/29/07		TOTALS
			REGISTER	CC	REGISTER	CC	REGISTER	CC	REGISTER	CC	REGISTER	CC	
MEMBERSHIP DUES	30	4101	\$815.00	\$75.00	\$2,395.00		\$1,555.00	\$60.00	\$985.00	\$115.00			\$6,000.00
LIFE DUES	19	4102											\$0.00
USED BOOKS	16	4201											\$0.00
AFGS INCOME		4202											\$0.00
REPERTOIRES	6	4203											\$0.00
INDEX & HOLDINGS	7	4204											\$0.00
JETTE & WHITE	4	4205	\$240.00	\$38.00									\$278.00
CD ROM'S	17	4206		\$60.00									\$60.00
CROTEAU	14	4207											\$0.00
NEW BOOKS	15	4208	\$20.00	\$28.64									\$48.64
GENEALOGIST BACK	5	4301		-\$8.90	\$11.00		\$1.00		\$9.00	\$53.80			\$65.90
ADS		4302											\$0.00
ALL COPIES NOT DROUIN	1	4401	\$11.25		\$10.70		\$452.53		\$26.35				\$500.83
MAPS CHARTS	2	4402	\$60.25		\$16.15		\$76.25		\$4.00				\$156.65
GUEST FEES	3	4403	\$25.00		\$40.00		\$15.00		\$25.00				\$105.00
DROUIN TIME	22	4404	\$60.00		\$20.00	\$80.00			\$10.00				\$170.00
BEVERAGES	24	4405	\$12.50				\$4.08						\$16.58
MERCHANDISE PINS	20	4407							\$1.00				\$1.00
GIFT CERTIFICATE	21	4408											\$0.00
DROUIN COPY	18	4410	\$68.65		\$13.15		\$4.85		\$2.95				\$89.60
RESEARCH	8	4501			\$145.00		\$50.00	\$35.00	\$100.00				\$330.00
DROUIN RESEARCH	23	4502					\$43.00	\$5.00	\$40.00				\$88.00
CONFERENCE	9	4601											\$0.00
RAFFLE	10	4602											\$0.00
CONFERENCE ADS		4603											\$0.00
CONFERENCE BOOTH		4604											\$0.00
CONFERENCE BEVER		4605											\$0.00
DROUIN DONATION	11	4701	\$41.00		\$217.00		\$420.00		\$400.00				\$1,078.00
BUILDING FUND	12	4702			\$20.00		\$15.00		\$25.00				\$60.00
BOOK FUND	13	4703			\$20.00		\$50.00		\$20.00				\$90.00
SHORT-OVER		4705	\$0.55		-\$9.00		\$1.10		\$0.18				-\$7.17
RENT		4801											\$0.00
NE REG CONF													\$0.00
<b>TOTALS</b>			\$1,354.20	\$192.74	\$2,899.00	\$80.00	\$2,687.81	\$100.00	\$1,648.48	\$168.80	0.00	0.00	\$9,131.03
<b>ACC REC</b>			\$15.00										
<b>DEPOSITED</b>			\$1,369.20	\$192.74	\$2,899.00	\$80.00	\$2,687.81	\$100.00	\$1,648.48	\$168.80	\$0.00	\$0.00	\$9,131.03

1:40 PM  
08/11/07  
Accrual Basis

American-Canadian Genealogical Society  
Income/Expense  
July 2007

	<u>Jul 07</u>
<b>Income</b>	
<b>4100 · MEMBERSHIP</b>	
4101 · Dues	6,000.00
<b>Total 4100 · MEMBERSHIP</b>	<u>6,000.00</u>
<b>4200 · PUBLICATIONS</b>	
4205 · Jette & White	278.00
4206 · CD Roms	75.00
4208 · Orphan Pub. & Index	48.64
4209 · Other	-675.00
<b>Total 4200 · PUBLICATIONS</b>	<u>-273.36</u>
<b>4300 · GENEALOGIST</b>	
4301 · Back Issues	65.90
<b>Total 4300 · GENEALOGIST</b>	<u>65.90</u>
<b>4400 · LIBRARY</b>	
4401 · All Copies except Drouin copies	500.83
4402 · Maps-Charts-Beginners' Course	156.65
4403 · Guest Fees	105.00
4404 · Drouin Computer Time	170.00
4405 · Beverages	16.58
4407 · Logo Mdse (resale items)	1.00
4410 · Drouin Copies & CDs	89.60
<b>Total 4400 · LIBRARY</b>	<u>1,039.66</u>
<b>4500 · RESEARCH</b>	
4501 · Reasearch Income	330.00
4502 · Drouin Research Income	88.00
<b>Total 4500 · RESEARCH</b>	<u>418.00</u>
<b>4700 · SOCIETY</b>	
4701 · Drouin Fund Donations	1,078.00
4702 · Bldg Fund	60.00
4703 · Book Fund (Border crossings)	90.00
4705 · Cash Over & Short	-7.67
4706 · Ckg Act Int	0.59
4708 · Sav Act Int	6.60
<b>Total 4700 · SOCIETY</b>	<u>1,227.52</u>
<b>Total Income</b>	<u>8,477.72</u>
<b>Gross Profit</b>	8,477.72
<b>Expense</b>	
<b>6100 · MEMBERSHIP EXP</b>	
6101 · Postage	301.89
6102 · Supplies	18.25
<b>Total 6100 · MEMBERSHIP EXP</b>	<u>320.14</u>

1:40 PM

08/11/07

Accrual Basis

**American-Canadian Genealogical Society**

**Income/Expense**

July 2007

	<u>Jul 07</u>
<b>6200 · PUBLICATIONS EXP</b>	
6203 · Print Reps	2,811.00
<b>Total 6200 · PUBLICATIONS EXP</b>	<u>2,811.00</u>
<b>6300 · GENEALOGIST EXP</b>	
6301 · Postage	263.82
<b>Total 6300 · GENEALOGIST EXP</b>	<u>263.82</u>
<b>6400 · LIBRARY EXP</b>	
6404 · Equip. Maint	174.00
<b>Total 6400 · LIBRARY EXP</b>	<u>174.00</u>
<b>6700 · SOCIETY EXP</b>	
6702 · Supplies	67.43
6703 · Telephone	101.15
6710 · Credit Card Charges	72.20
6712 · Internet Services	49.90
6714 · Drouin-Interest Exp.	57.38
6715 · Bank Debit Charges	-34.27
<b>Total 6700 · SOCIETY EXP</b>	<u>313.79</u>
<b>6800 · BUILDING EXP</b>	
6801 · Heat	24.64
6802 · Electricity	388.76
6805 · Building Maint.	658.52
6806 · Grounds Maint.	200.00
<b>Total 6800 · BUILDING EXP</b>	<u>1,271.92</u>
<b>Total Expense</b>	<u>5,154.67</u>
<b>Net Income</b>	<u><u>3,323.05</u></u>

08/15/07

**American-Canadian Genealogical Society**  
**Income/Expense Year-to-Date Comparison**  
 January through July 2007

	Jan - Jul 07	Jan - Jul 06	\$ Change
<b>Income</b>			
<b>4100 · MEMBERSHIP</b>			
4101 · Dues	30,630.00	30,779.00	-149.00
4102 · Lifetime Dues	0.00	684.75	-684.75
<b>Total 4100 · MEMBERSHIP</b>	<b>30,630.00</b>	<b>31,463.75</b>	<b>-833.75</b>
<b>4200 · PUBLICATIONS</b>			
4201 · Used Book Sales	469.00	68.95	400.05
4203 · Repertoires	5,484.28	6,195.01	-710.73
4204 · Index & Holdings	81.95	0.25	81.70
4205 · Jette & White	2,600.50	1,655.90	944.60
4206 · CD Roms	877.40	603.45	273.95
4207 · Fr, Croteau Publications	263.50	426.50	-163.00
4208 · Orphan Pub. & Index	786.03	1,283.75	-497.72
4209 · Other	-785.00	675.00	-1,460.00
<b>Total 4200 · PUBLICATIONS</b>	<b>9,777.66</b>	<b>10,908.81</b>	<b>-1,131.15</b>
<b>4300 · GENEALOGIST</b>			
4301 · Back Issues	104.90	181.70	-76.80
4302 · Advertising	25.00	0.00	25.00
<b>Total 4300 · GENEALOGIST</b>	<b>129.90</b>	<b>181.70</b>	<b>-51.80</b>
<b>4400 · LIBRARY</b>			
4401 · All Copies except Drouin copies	1,133.71	1,787.57	-653.86
4402 · Maps-Charts-Beginners' Course	590.91	947.40	-356.49
4403 · Guest Fees	650.15	668.50	-18.35
4404 · Drouin Computer Time	1,260.70	1,660.80	-400.10
4405 · Beverages	218.37	223.52	-5.15
4407 · Logo Mdse (resale items)	45.50	11.00	34.50
4408 · Gift Certificates	10.60	0.00	10.60
4410 · Drouin Copies & CDs	417.50	649.48	-231.98
<b>Total 4400 · LIBRARY</b>	<b>4,327.44</b>	<b>5,948.27</b>	<b>-1,620.83</b>
<b>4500 · RESEARCH</b>			
4501 · Reasearch Income	3,035.15	2,388.50	646.65
4502 · Drouin Research Income	1,801.60	1,069.30	732.30
<b>Total 4500 · RESEARCH</b>	<b>4,836.75</b>	<b>3,457.80</b>	<b>1,378.95</b>
<b>4600 · CONFERENCE</b>			
4601 · Attend Fees	5.40	0.00	5.40
4605 · Refreshments	-46.70	11.05	-57.75
<b>Total 4600 · CONFERENCE</b>	<b>-41.30</b>	<b>11.05</b>	<b>-52.35</b>

08/15/07

**American-Canadian Genealogical Society**  
**Income/Expense Year-to-Date Comparison**  
 January through July 2007

	Jan - Jul 07	Jan - Jul 06	\$ Change
<b>4700 · SOCIETY</b>			
4701 · Drouin Fund Donations	4,890.00	5,312.20	-422.20
4702 · Bldg Fund	478.00	290.00	188.00
4703 · Book Fund (Border crossings)	595.00	189.00	406.00
4704 · Currency Exchange	0.00	-24.64	24.64
4705 · Cash Over & Short	-1.95	147.64	-149.59
4706 · Ckg Act Int	5.19	4.32	0.87
4707 · Bld Fnd Int	2.67	2.97	-0.30
4708 · Sav Act Int	213.81	44.42	169.39
<b>Total 4700 · SOCIETY</b>	<b>6,182.72</b>	<b>5,965.91</b>	<b>216.81</b>
<b>4800 · BUILDING</b>			
4801 · Rent	5,250.00	7,875.00	-2,625.00
<b>Total 4800 · BUILDING</b>	<b>5,250.00</b>	<b>7,875.00</b>	<b>-2,625.00</b>
<b>Total Income</b>	<b>61,093.17</b>	<b>65,812.29</b>	<b>-4,719.12</b>
<b>Gross Profit</b>	<b>61,093.17</b>	<b>65,812.29</b>	<b>-4,719.12</b>
<b>Expense</b>			
<b>6100 · MEMBERSHIP EXP</b>			
6101 · Postage	541.52	510.82	30.70
6102 · Supplies	67.59	88.92	-21.33
6103 · Advertising Expense	0.00	160.00	-160.00
6105 · membership refunds	0.00	30.00	-30.00
<b>Total 6100 · MEMBERSHIP EXP</b>	<b>609.11</b>	<b>789.74</b>	<b>-180.63</b>
<b>6200 · PUBLICATIONS EXP</b>			
6201 · Postage	143.48	366.37	-222.89
6202 · Supplies	596.67	1,296.70	-700.03
6203 · Print Reps	4,761.49	3,364.99	1,396.50
6205 · Jette & White	2,233.31	0.00	2,233.31
6206 · CD Roms	0.00	553.88	-553.88
6207 · Fr. Croteau Publications	260.78	0.00	260.78
6208 · Orphan Publications	0.00	300.00	-300.00
6209 · Marketing	0.00	822.00	-822.00
<b>Total 6200 · PUBLICATIONS EXP</b>	<b>7,995.73</b>	<b>6,703.94</b>	<b>1,291.79</b>
<b>6300 · GENEALOGIST EXP</b>			
6301 · Postage	1,117.54	754.45	363.09
6303 · Printing	8,174.00	6,745.34	1,428.66
<b>Total 6300 · GENEALOGIST EXP</b>	<b>9,291.54</b>	<b>7,499.79</b>	<b>1,791.75</b>
<b>6400 · LIBRARY EXP</b>			
6402 · Supplies	549.81	489.14	60.67
6403 · Printing Maps & Info Sheets	0.00	0.00	0.00
6404 · Equip. Maint	844.00	942.51	-98.51
6407 · Acquisitions - New Books	0.00	0.00	0.00
6410 · Drouin expenses	0.00	88.59	-88.59
<b>Total 6400 · LIBRARY EXP</b>	<b>1,393.81</b>	<b>1,520.24</b>	<b>-126.43</b>

08/15/07

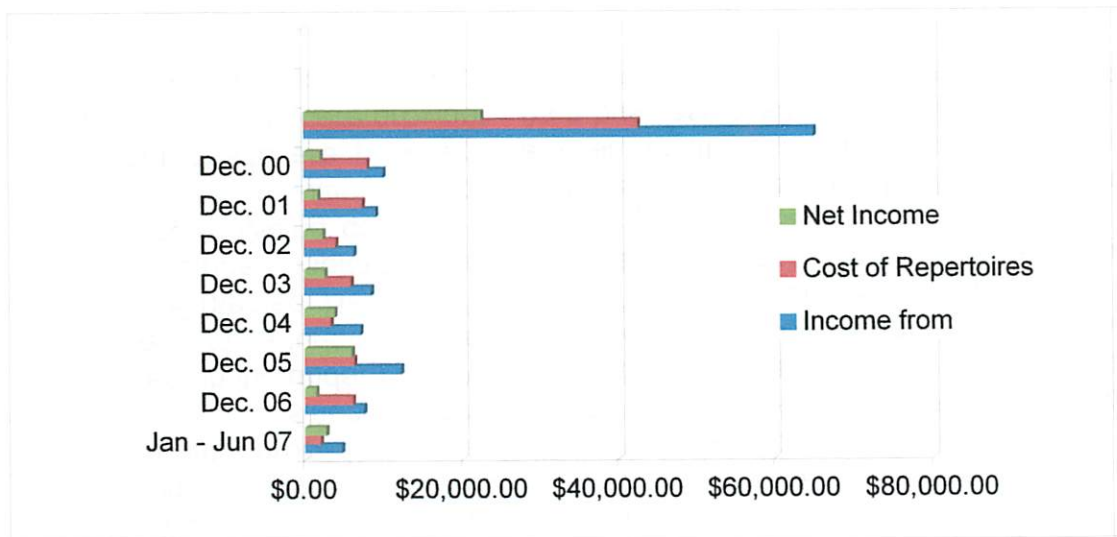
**American-Canadian Genealogical Society**  
**Income/Expense Year-to-Date Comparison**  
 January through July 2007

	<u>Jan - Jul 07</u>	<u>Jan - Jul 06</u>	<u>\$ Change</u>
<b>6500 · RESEARCH EXP</b>			
6501 · Postage	4.05	0.00	4.05
6502 · Supplies	111.17	0.00	111.17
<b>Total 6500 · RESEARCH EXP</b>	<u>115.22</u>	<u>0.00</u>	<u>115.22</u>
<b>6600 · CONFERENCE EXP</b>			
6603 · Printing & Supplies	0.00	154.45	-154.45
6605 · Caterer & Refreshments	0.00	53.58	-53.58
6609 · Other	0.00	0.00	0.00
<b>Total 6600 · CONFERENCE EXP</b>	<u>0.00</u>	<u>208.03</u>	<u>-208.03</u>
<b>6700 · SOCIETY EXP</b>			
6701 · Postage	34.20	409.00	-374.80
6702 · Supplies	781.14	291.72	489.42
6703 · Telephone	708.27	869.09	-160.82
6704 · Insurance Content/Bond	2,103.00	2,113.00	-10.00
6705 · Subscriptions	305.00	320.50	-15.50
6706 · Bad Checks	30.00	0.00	30.00
6707 · Bank Charges	266.60	224.96	41.64
6709 · Computer Expenses	-325.00	791.73	-1,116.73
6710 · Credit Card Charges	338.55	233.75	104.80
6712 · Internet Services	349.30	1,163.95	-814.65
6713 · Legal Expenses	0.00	75.00	-75.00
6714 · Drouin-Interest Exp.	564.56	1,398.16	-833.60
6715 · Bank Debit Charges	-34.27	0.00	-34.27
<b>Total 6700 · SOCIETY EXP</b>	<u>5,121.35</u>	<u>7,890.86</u>	<u>-2,769.51</u>
<b>6800 · BUILDING EXP</b>			
6801 · Heat	10,439.84	12,580.98	-2,141.14
6802 · Electricity	2,085.05	2,166.62	-81.57
6803 · Water-Sewer	298.15	287.85	10.30
6804 · Insurance - Bldg. & Liab.	2,712.00	2,627.00	85.00
6805 · Building Maint.	7,161.39	4,347.24	2,814.15
6806 · Grounds Maint.	3,075.00	2,585.00	490.00
6807 · Fire Alarm Fee	480.00	480.00	0.00
<b>Total 6800 · BUILDING EXP</b>	<u>26,251.43</u>	<u>25,074.69</u>	<u>1,176.74</u>
<b>Total Expense</b>	<u>50,778.19</u>	<u>49,687.29</u>	<u>1,090.90</u>
<b>Net Income</b>	<u><u>10,314.98</u></u>	<u><u>16,125.00</u></u>	<u><u>-5,810.02</u></u>



**Publications Worksheet  
Jan 2000 thru June 2007**

	<b>Income from Repertoires</b>	<b>Cost of Repertoires</b>	<b>Net Income</b>	
Jan - Jun 07	\$4,620.28	\$1,950.49	\$2,669.79	
Dec. 06	\$7,456.81	\$6,026.11	\$1,430.70	
Dec. 05	\$12,159.62	\$6,225.89	\$5,933.73	
Dec. 04	\$7,048.06	\$3,275.67	\$3,772.39	
Dec. 03	\$8,415.92	\$5,849.15	\$2,566.77	
Dec. 02	\$6,246.57	\$3,927.38	\$2,319.19	
Dec. 01	\$9,007.24	\$7,310.81	\$1,696.43	
Dec. 00	\$9,981.95	\$7,950.00	\$2,031.95	
	<b>\$64,936.45</b>	<b>\$42,515.50</b>	<b>\$22,420.95</b>	<b>Avg \$2,989.46 Yearly</b>



# ATTACHMENT A – HIPAA POLICIES

## Summary of HIPAA Privacy Policies and Procedures

### Overview

Cardinal Health Consulting and Services ("Cardinal Health") is committed to protecting the privacy of patient information received from our clients and to assisting our clients in complying with the HIPAA Privacy Regulations. These policies and procedures are written from the perspective of Cardinal Health serving as a "business associate" of the client, who will generally be considered a "covered entity" under HIPAA. A "business associate" is a person or organization that performs a function or service on behalf of a covered entity that involves the use of Protected Health Information ("PHI"). A covered entity under HIPAA would include hospitals, home health agencies and other healthcare providers. Thus, by providing consulting services (in those cases where we need PHI to perform the consulting services) or transition management services to a hospital or other healthcare provider, Cardinal Health is a business associate of that hospital or healthcare provider. As a business associate, we are required to use appropriate safeguards to protect and limit the use and disclosure of any PHI we receive.

Although in most cases we are considered a "business associate" of the client, many of our employees are in the unique situation of working at the covered entity's facility as a transition manager. It is important to understand that employees who work on the premises of a client should first follow all the policies and procedures of the client as they relate to patient privacy and HIPAA. As covered entities, hospitals are required to have policies and procedures and training on HIPAA for all the members of their "workforce". As a Cardinal Health employee, you may not technically be considered a member of the hospital's workforce, but in most cases, our agreement with the client states that we will comply with their policies and procedures regarding HIPAA.

Cardinal Health has developed this training program for all employees who may use, handle, have access to or be exposed to PHI. Employees who work at a client's facility may also be required to be trained on the client's HIPAA policies and procedures as well.

### Contractual Matters

1. Business Associate Contracts

A "business associate" is a person or organization that performs a function or service on behalf of a HIPAA covered entity that involves the use of Protected



**Computer Committee Report**  
**July 2007**

The Computer Committee addressed the following problems during the past month:

Re-assigned the Drouin drive letter on the Archive PC back to F. For a second time it was changed to G thereby making it impossible for the patron Computers to access the Drouin database. Not sure what is causing this phenomenon, but a likely scenario is that someone may be booting up the pc with a thumb drive inserted in a USB port.

Quieted the noisy fan on Dell 5.

Addressed a printing issue on Dell 1 regarding portrait or landscape mode.

Re-created the Dell 3 account folder on the Archive pc. Some of the volunteers not only delete the files that patrons drag & drop, but delete the whole folder. Someone managed to create another folder but it wasn't shared on the network and not accessible to the users.

Changed passwords on the Admin account on all the pc's. Changed the password for the Staff account on the Research pc. Changed privileges on all accounts to limited. Too many changes have been being made particularly on the Research pc and Constance is in a constant state of flux as to what the monitor will look like when she boots up. Hopefully this lessens some of the use this machine sees.

Respectfully submitted:  
Bob Paquette, 3262