

**ACGS Board of Directors  
Meeting Agenda  
February 19, 2017**

**I. Call to Order Time:**

**II. Determination of Quorum - Apologies: Janine Penfield**

**III. Approval of January 15, 2017 minutes**

**IV. Report of Officers**

Treasurer's Report -

Correspondence –

**V. Committee Reports**

- a. Membership (electronic)
- b. Publications
- c. Buildings/Grounds/Safety
- d. Computer -
- e. Research Services -
- f. Library (electronic) –
- g. Community Outreach/Education -

**VI. Action Items/Old Business**

- a. Research pricing structure
- b. Mail boxes to be installed at W. Baker St. entrance
- c. Management letter from auditor – Review and discuss
- d. List of surplus items (Jackie) and disposal of same, including FAC stuff (Bernadette)
- e. Inventory of printers with model numbers
- f. Inventory of repertoires for sale
- g. Spring conference update
- h. OLLI update – Muriel

**VII. New Business**

- a. Publication Department – stream line functions (Ron)
- b. Library security & cash register monitoring - Ron
- c. Membership fees for electronic publication recipients – Steve
- d. Mass mailings to customers - Muriel
- e. Procedures for short term rental of our conference room – Ron

**VII. Announcements**

**VIII. NEXT MEETING Sunday March 19, 2017**

**Refreshments next:**

**Adjournment:**

## ACGS BOARD OF DIRECTORS MEETING

February 18, 2017

**MEETING CALLED TO ORDER:** at 10:00 AM by President Bernadette Meunier

**IN ATTENDANCE:** *Bernadette Meunier, Ronald Blais, Jeanne Lundell, Paula Schultz, Cecile Durocher, Jeanne Boisvert, Constance Hebert, Muriel Normand, Steve LeFoley, Mel Montpelier; absent: Denis Joyal*

**Apologies:** *Janine Penfield, Jackie Watson*

### **Review/Approval of January minutes:**

Motion made by Cecile Durocher and seconded by Constance Hebert to accept January minutes as presented. Motion passed.

### **REPORT OF OFFICERS:**

#### **TREASURER'S REPORT:**

The Treasurer's report was sent electronically to all members. At the end of December, the depreciation values for the building, furniture and fixtures, and building improvements were brought up-to-date. We took the allowable 39 year depreciation on the building so that value will now remain the same. Furniture and fixtures were depreciated to their limit and now have salvage value. Building improvements are being depreciated over 15 years. We are now caught up on depreciation values and this was reflected in decreased retained earnings for this month.

Last month the natural gas bill was \$1000.00 and the budgeted amount is \$850.00. The heating system will need to be repaired as some thermostats and valves are corroded and need to be replaced; this results on the furnace staying on at all times. The system is outdated so it is difficult to find replacement parts. We are obtaining an estimate for the repair.

There are three issues to add to the electronic report.

1. Gerry updated "constant contact". This is the system we use to correspond with members. Steve sent emails to all new members verifying email addresses and encouraging them to receive the Genealogist electronically.
2. Steve will go into "constant contact" to update old memberships as he has the time then this list will be compared to the membership rolls.
3. Pauline informed us that Ontario Genealogy Society would like an electronic copy of the Genealogist which will be on their website. She asked if we should restrict public access. It was agreed that the Genealogist is under copyright so we do not have to worry about this.

Motion made by Jeanne Boisvert and seconded by Jeanne Lundell to accept the Treasurer's report. Motion passed.

### **CORRESPONDENCE:**

The Corresponding Secretary's report was sent electronically to all members.

Bernadette would like to personally send out thank you letters to the people who send "in memoriam" donations. She feels that this would be good for the president to do.

### **COMMITTEE REPORTS:**

#### **MEMBERSHIP:**

Membership report was sent electronically to all members. Steve is in the process of updating the membership contact information. We have many members that do not have a valid email address on record, and some members have not given a current phone number. This will be an ongoing project.

#### **PUBLICATIONS:**

It was suggested that a Publication committee be formed rather than have one person in charge as this is a very time consuming position. Jeanne B. knows of a volunteer librarian who may be willing to help. Gerry Savard has all the databases, and Connie will contact him regarding reopening these projects.

#### **BUILDING/GROUNDS:**

Ten windows in the building have been replaced, and the windows on the south side of the building have been sealed with film. More windows will be replaced at a later date.

The appraiser was here. He was paid half the specified amount with the balance due when we receive the report. The appraiser said we are not charging enough rent for the space downstairs. We cannot renegotiate with GAW until 2020.

#### **COMPUTERS:**

#### **RESEARCH SERVICES:**

A quarterly report will be submitted in April.

## **LIBRARY:**

Janine has created a file of periodicals that we receive from other societies. This exchange list will be updated to see if they have gone digital. If they have gone digital we will find out if we can get back issues.

Bernadette has suggested we draw up rules for volunteers that they would need to sign to demonstrate their understanding of these rules. This signed copy will be kept on file.

## **COMMUNITY OUTREACH AND EDUCATION:**

The planning and preparation for the Spring Conference is underway. OLLI classes are also being planned and prepared for.

## **ACTION ITEMS/OLD BUSINESS:**

Muriel proposed a new pricing structure for research services. Research requests have become more complex and time consuming over the years therefore new pricing guidelines were needed.

Motion made by Ron Blais and seconded by Constance Hebert to accept the new research pricing structure. Motion passed.

New mailboxes will be put in downstairs for both ACGS and GAW. They will be put under the stairwell. The Postal worker will have a code to enter the building and keys to the mailboxes.

The management letter from the auditor was sent electronically to members of the board. If there are questions, the auditor will be available to attend a board meeting to respond.

Motion made by Constance Hebert and seconded by Muriel Normand to give a gift card in the amount of \$100.00 to the auditor for the work done on the 2016 audit. Motion passed.

Jackie has made a list of surplus items in the library; she would like someone to review her list and decide what to do with the equipment. It was suggested that we discard all supplies for machines that we no longer have in the library. She would like to create an ongoing inventory list of supplies so that we can maintain an appropriate number of replacements for each item. There are FAC items downstairs in the hallway that must be removed. An email was sent to the archivist at St. Anselm's so that he can look at these items and decide what is to be done with them. Bernadette would like them to be removed by the end of the month.

Inventory of the repertoires for sale has been completed and the databases are on two computers.

We have two speakers lined up for the Spring Conference and we are waiting on confirmation from a third speaker. There will be a \$5.00 charge for the conference with an option to purchase a bagged lunch.

Gerry, Muriel, and Pauline are presenting an OLLI class in the spring session. Janine has also presented for OLLI. Muriel would like to see more presenters from the society.

### **\_\_NEW BUSINESS:**

The selling of repertoires could be a money maker for the society. A streamlining of the process might make this easier. Discussion was generated around the idea of dividing duties how this could best be accomplished. A system must be organized in order to make this into a profit generating activity.

Volunteers will be retrained on various aspects of working at the front desk. This will include retraining on the cash register codes and training on how to deal with credit cards for payment.

Security in the library will be increased.

We have 18 non-U.S. members in the society; two of these members receive the Genealogist electronically. Steve would like to be able to offer non- U.S. members a U.S. membership rate if they take the journal electronically.

Motion made by Constance Hebert and seconded by Cecile Durocher to charge the U.S. membership rate to non-U.S. members if they subscribe to a digital version of the Genealogist. Motion passed.

### **ADJOURNMENT:**

Motion made by Constance Hebert and seconded by Jeanne Lundell to adjourn meeting. Motion passed.

Meeting adjourned at 12:50 PM.

Refreshment for next meeting: Paula Schultz.

Respectfully submitted,

Jeanne Lundell

February 18, 2017  
Corresponding Secretary

Total donations - \$770.00

E-mails sent - 2  
6 letters mailed

In Memorium of Raymond L. Gravelle - \$140.00

Book Donations 2 letters.

Submitted by Paula Schulz

**Total recorded between 1/1/17 and 2/1/17 = \$5,000.00**

<u>Payment Type</u>	<u>Count</u>	<u>Sum</u>	
	0		\$35 moved from building fund to individual Mem #7980
Individual US	116	\$4,060.00	
Family	17	\$170.00	
Family	1	\$10.00	\$195 Check 8184 to Treasurer
Building Fund	24	\$630.00	
Individual - Canada	3	\$120.00	
Research Services	1	\$10.00	

**Monthly Summary between 1/1/17 and 2/1/17**

<u>Active Members</u>	<u>Active Member by Type</u>	<u>New Members</u>
1228	0	Family 1
Exchange	Family 109	Individual 9
94	Family Life 10	
	Individual 976	
<u>Active Members by Country</u>	Individual Canada 8	
CAN 1	Individual Foreign 1	
CANADA 16	Institution 20	
France 1	Institution Canada 2	
USA 1210	Life 101	

**YTD Summary as of 2/9/2017**

<u>PaymentType</u>	<u>Count</u>	<u>Sum</u>	<u>New Members YTD</u>	
	0		<u>Member Type</u>	<u>Count</u>
Individual US	125	\$4,375.00	Family	16
Family	19	\$190.00	Individual	97
Building Fund	27	\$760.00		
Individual - Canada	3	\$120.00		
Research Services	1	\$10.00		
	<b>Total to Date:</b>	<b>\$5,455.00</b>		

## Proposal for restructuring the research pricing model

- In 2012 we had 65 clients requesting 87 searches, most of which were completed in a few hours as lines, baptisms and burials and our earnings were \$ (I'll let you know at the meeting!)
- In 2016 we had 26 clients requesting 80 plus searches including half of a fan chart, verifying and correcting lines found on Ancestry, assisting clients applying to lineage societies and completing searches on non French ancestry. Our earnings were \$8100, including many translations.
- 2015 had roughly the same number of clients but fewer searches and we began assisting clients in adding some depth to their research. Filles du roi, Filles a Marier, etc. Our end of year number was \$4480, including many translations.
- Conclusion: event based flat pricing is ineffective and in some respects unfair to clients whose research is not complex; the few \$70 lines we get can be done in an hour or so!

Proposal: Move to time based research model as is done in most societies and with private researchers where we can estimate rough cost for a client based on the information provided.

More than half of our requests come from members, and from the remainder roughly half join, half don't and pay the non -member price.

Historically we discounted members by a third on lines and 50% on single events and translations. The model was changed 2 years ago to a 50% across the board for members.

An average of 25% of new members lapse in one year others remain for 2 or 3 years. Looking at 2012, 20% are still members after 4 years.



At the present time, discounted research is one of the few benefits of membership for 80 plus percent of our members who do not use the library; we hope that will change with a members only website.

Ron has done some research on private and organizational hourly pricing. It varies greatly. A good starting point from my perspective is \$35 for non- members and \$20 for members; the initial deposit being the first hour. That is equivalent to a 43% discount for members.

Each researcher would determine the time spent on a particular case and interact frequently with the client; something that has evolved over the last few years.

After the researcher has had a chance to determine the amount of work estimated to be required to do the work requested, the client would be notified of the elapsed time to-date, and how much more time will be required.

The researcher will then ask the clients permission to continue, and request an additional deposit for the work already done.

If the client refuses to authorize the additional work, the case will be closed "as is" and the client billed for the balance due, once paid the client will receive whatever was found to-date.

Fees for translations will remain as cited in the Genealogist and on the website...

Research Report Feb 2017

	2012	2013	2014	2015	2016
Guests	87	79	17	31	44***
Events	65/9	43/11	14/3	21/6	28/7
Members	21	25	8	16	16
not join	29*	7	2	3	5
AV	15	11	4	3	7
	4	5	1	1	
TS	4	3	3	2	
TS	4	3			
Time			app. \$2,500	\$4,479.55	\$8,109.50
... were not					
... npleted at all					
... ribbons fan chart					

AMERICAN-CANADIAN GENEALOGICAL SOCIETY  
February 2017  
Treasurer's Report

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ACTIVITY FOR THE MONTH OF JANUARY AND FEBRUARY TO-DATE

1. The Annual Audit of the 2016 Books and Records has been conducted. In the prior Report to Management, Norma recommended additional security and internal controls that had not yet been fully implemented. As a result, a lock has been placed on the Treasurer's File Drawer in the general office area so that Membership & Treasurer Mail can be secured upon arrival. When locked, the drawer can still be opened about ½ inch, so if you have any mail for Steve or I that may contain financial information, please place it in that drawer. The key custodians are Steve, Herb, and me. There is no spare key in the "Key Box".

In addition, the Treasurer's Office door has a new lock, as well as the Supply Closet therein. The custodians for those keys are Bernadette, Herb and myself. There is no spare key in the "Key Box". If anyone needs access to that location, please coordinate it with Bernadette or me.

These actions bring us into compliance with audit recommendations.

2. On 31 January, I met with Norma Boyce to discuss Year-End Adjusting Entries that needed to be made to make us compliant with Generally Accepted Accounting Practices (GAAP). The Society has never properly Depreciated its Building, Furniture and Fixtures, and Building Improvements. In order for Norma to be able to render an Unqualified Opinion for the 2016 Calendar Year Audit, we need to fix this, as of December 31, 2016.

This will require that we make adjustments against Retained Earnings for the Depreciation that had never been taken from 1994 through December 31, 2015, and, a Current Year Depreciation of the year ended December 31, 2016.

I reviewed the proposed adjustments and concur with Norma's calculations. At the February Board Meeting, You will have received the Revised Year Ended 2016 Balance Sheet and Income Statements, reflecting these adjustments.

This will have a negative impact on the overstated values that we have been carrying on our Balance Sheet all these years, but will be an accurate depiction of the facts.

3. On 2 February, Herb Boyce and I met with Mr. Louis C. Manias of Capital Appraisal and walked him through and around the property. He had many questions that Herb was able to answer and left with a favorable impression as to our addressing the critical maintenance needs of a building built in 1952. Bernadette has signed the engagement contract and a down payment of \$1,500.00 was made on 6 February 2017.

His initial observation was that we are grossly undervaluing the Rent per Square Foot for the Basement area. In addition, because utilities cannot be separately determined for the rental space, an increase in rental factor needs to be included into our Gross Rent per Square Foot. We should have his Formal Report by the end of the month.

In addition, the question of the Fuel Oil Tank rose its ugly head. I reviewed the Minutes of the Board for the 18 months overlapping the acquisition of the building in 1993 – 1994, and found no mention of it. I queried persons who were on the Board when the building was acquired and they had no memory as to whether it was addressed 23 years ago. Mr. Manias will check with his sources as to whether a permit was ever pulled to remediate the issue, while keeping a low profile so that we do not open a complex issue with the regulatory agencies.

While walking the property, we also noticed that there is an open-ended vent pipe sticking out of the lawn area adjacent to the manhole cover that accesses the tank. This vent is not capped, allowing rain and melting snow to enter it. It is barely visible and is hidden by lawn growth during most of the year. Herb will get someone to lift the manhole cover and Herb will take a look at what is down there.

4. The Insurance Review Committee met after the January Board Meeting to review our coverage, as well as recommended coverages that we do not have, such as earthquake and floor. It was determined that we contact our agent and ask her to meet with us to discuss these items in person. I contacted the agent, and she will try to accommodate us in the coming weeks.

5. The January 2017 Financial Reports were sent separately. The Revised December 31, 2016 Financial Reports, with the Audit Adjustments were also sent separately, after the Auditor issued her Report.

Respectfully Submitted: Ronald P. Blais, Treasurer

11 January 2017

02/05/17

**American-Canadian Genealogical Society**  
**Balance Sheet**  
As of December 31, 2016

	Dec 31, 16
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>1000 - BANK ACCOUNTS</b>	
1001 - TD Bank Operating Account	10,607.74
1003 - TD Bank Building Fund	1,360.46
1004 - St. Mary's Bank Checking Accoun	1,985.70
1005 - CASH ON HAND-CASH REG	150.00
1010 - TD Bank Money Market Account	18,647.61
<b>Total 1000 - BANK ACCOUNTS</b>	32,751.51
<b>Total Checking/Savings</b>	32,751.51
<b>Other Current Assets</b>	
1300 - INVENTORY-RESALE	32,600.00
<b>Total Other Current Assets</b>	32,600.00
<b>Total Current Assets</b>	65,351.51
<b>Fixed Assets</b>	
<b>1500 - Fixed Assets</b>	
<b>1501 - LIBRARY BUILDING</b>	
1551 - Accumu. Deprac. - Bldg	-44,984.48
1501 - LIBRARY BUILDING - Other	221,712.38
<b>Total 1501 - LIBRARY BUILDING</b>	176,727.90
<b>1502 - FURNITURE &amp; EQUIPMENT</b>	
1552 - Accu. Deprac. Fur. & Fixt.	-122,198.64
1502 - FURNITURE & EQUIPMENT - Other	132,198.64
<b>Total 1502 - FURNITURE &amp; EQUIPMENT</b>	10,000.00
1503 - ACGS HOLDINGS	345,701.81
<b>1504 - Capital Improvement - Building</b>	
1554 - Accu. Deprac. - Bldg. Impr.	-7,811.13
1504 - Capital Improvement - Building - Other	96,200.00
<b>Total 1504 - Capital Improvement - Building</b>	88,388.87
1510 - Library Land	8,460.00
<b>Total 1500 - Fixed Assets</b>	629,278.58
<b>Total Fixed Assets</b>	629,278.58
<b>Other Assets</b>	
1600 - St. Mary's Bank Share	5.00
<b>Total Other Assets</b>	5.00
<b>TOTAL ASSETS</b>	694,635.09

American-Canadian Genealogical Society

Balance Sheet

As of December 31, 2016

02/05/17

	<u>Dec 31, 16</u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
3000 - OPENING BALANCE EQUITY	517,215.01
3900 - RETAINED EARNINGS	170,969.04
Net Income	6,451.04
<b>Total Equity</b>	<u>694,635.09</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>694,635.09</u></u>

02/05/17

**American-Canadian Genealogical Society**  
**Income/Expense Year-to-Date Comparison**  
 January through December 2016

	<u>Jan - Dec 16</u>	<u>Jan - Dec 15</u>	<u>\$ Change</u>
<b>Income</b>			
<b>4100 · MEMBERSHIP</b>			
4101 · Dues	37,457.00	38,609.00	-1,152.00
<b>Total 4100 · MEMBERSHIP</b>	37,457.00	38,609.00	-1,152.00
<b>4200 · PUBLICATIONS</b>			
4201 · Used Book Sales	0.00	903.00	-903.00
4203 · Repertoires	6,146.40	8,332.99	-2,186.59
4204 · Index & Holdings	15.00	0.00	15.00
4205 · Jette & White	0.00	290.00	-290.00
4206 · CD Roms	0.00	32.50	-32.50
4207 · Fr. Croteau Publications	0.00	45.50	-45.50
4208 · Orphan Pub. & Index	284.85	459.89	-175.04
4209 · Captives Book	1,534.45	3,361.47	-1,827.02
<b>Total 4200 · PUBLICATIONS</b>	7,980.70	13,425.35	-5,444.65
<b>4300 · GENEALOGIST</b>			
4301 · Back Issues	241.90	190.90	51.00
<b>Total 4300 · GENEALOGIST</b>	241.90	190.90	51.00
<b>4400 · LIBRARY</b>			
4401 · All Copies except Drouin copies	652.71	779.47	-126.76
4402 · Maps-Charts-Beginners' Course	208.45	428.30	-219.85
4403 · Guest Fees	457.00	515.00	-58.00
4405 · Beverages	244.47	531.10	-286.63
4406 · Candy & Snacks	56.00	0.00	56.00
4407 · Logo Mdse (resale items)	141.00	42.00	99.00
4409 · Used Books	523.85	69.00	454.85
4410 · Drouin Copies & CDs	0.00	7.86	-7.86
<b>Total 4400 · LIBRARY</b>	2,283.48	2,372.73	-89.25
<b>4500 · RESEARCH</b>			
4501 · Reasearch Income	8,109.50	4,479.55	3,629.95
<b>Total 4500 · RESEARCH</b>	8,109.50	4,479.55	3,629.95
<b>4600 · CONFERENCE</b>			
4601 · Attend Fees	3,755.00	3,929.05	-174.05
4602 · Raffle	585.00	411.50	173.50
4603 · Advertising	350.00	0.00	350.00
4606 · NERGC Conference	0.00	1,492.06	-1,492.06
<b>Total 4600 · CONFERENCE</b>	4,690.00	5,832.61	-1,142.61

02/05/17

**American-Canadian Genealogical Society**  
**Income/Expense Year-to-Date Comparison**  
 January through December 2016

	Jan - Dec 16	Jan - Dec 15	\$ Change
<b>4700 · SOCIETY</b>			
4701 · Drouin Fund Donations	0.00	12.85	-12.85
4702 · Bldg Fund	8,501.99	7,293.25	1,208.74
4703 · Book Fund	600.00	15.00	585.00
4705 · Cash Over & Short	-46.06	-2.44	-43.62
4706 · Ckg Act Int	6.01	3.95	2.06
4707 · Bld Fnd Int	4.65	2.65	2.00
4708 · Sav Act Int	13.19	19.17	-5.98
4709 · Other -	56.04	0.00	56.04
4710 · Grants & Bequests	0.00	12,000.00	-12,000.00
<b>Total 4700 · SOCIETY</b>	<b>9,135.82</b>	<b>19,344.43</b>	<b>-10,208.61</b>
<b>4800 · BUILDING</b>			
4801 · Rent	10,785.00	8,955.50	1,829.50
<b>Total 4800 · BUILDING</b>	<b>10,785.00</b>	<b>8,955.50</b>	<b>1,829.50</b>
<b>Total Income</b>	<b>80,683.40</b>	<b>93,210.07</b>	<b>-12,526.67</b>
<b>Gross Profit</b>	<b>80,683.40</b>	<b>93,210.07</b>	<b>-12,526.67</b>
<b>Expense</b>			
<b>6100 · MEMBERSHIP EXP</b>			
6101 · Postage	576.29	925.30	-349.01
6102 · Supplies	117.97	38.98	78.99
<b>Total 6100 · MEMBERSHIP EXP</b>	<b>694.26</b>	<b>964.28</b>	<b>-270.02</b>
<b>6200 · PUBLICATIONS EXP</b>			
6201 · Postage	535.92	1,249.75	-713.83
6202 · Supplies	107.34	31.99	75.35
6203 · Print Reps	0.00	1,525.73	-1,525.73
6206 · CD Roms	0.00	305.00	-305.00
6209 · Marketing	0.00	125.00	-125.00
6210 · Captives Book	0.00	2,712.62	-2,712.62
<b>Total 6200 · PUBLICATIONS EXP</b>	<b>643.26</b>	<b>5,950.09</b>	<b>-5,306.83</b>
<b>6300 · GENEALOGIST EXP</b>			
6301 · Postage	2,974.92	3,043.18	-68.26
6303 · Printing	9,272.20	8,890.00	382.20
<b>Total 6300 · GENEALOGIST EXP</b>	<b>12,247.12</b>	<b>11,933.18</b>	<b>313.94</b>
<b>6400 · LIBRARY EXP</b>			
6401 · Postage	0.00	107.01	-107.01
6402 · Supplies	608.01	829.14	-221.13
6403 · Printing Maps & Info Sheets	0.00	266.20	-266.20
6405 · Beverages	179.48	127.95	51.53
6406 · Candy/Snack	0.00	0.00	0.00
<b>Total 6400 · LIBRARY EXP</b>	<b>787.49</b>	<b>1,330.30</b>	<b>-542.81</b>



02/05/17

**American-Canadian Genealogical Society**  
**Income/Expense Year-to-Date Comparison**  
 January through December 2016

	<u>Jan - Dec 16</u>	<u>Jan - Dec 15</u>	<u>\$ Change</u>
<b>6500 · RESEARCH EXP</b>			
6501 · Postage	24.00	50.20	-26.20
6502 · Supplies	0.00	45.00	-45.00
<b>Total 6500 · RESEARCH EXP</b>	<b>24.00</b>	<b>95.20</b>	<b>-71.20</b>
<b>6600 · CONFERENCE EXP</b>			
6603 · Printing & Supplies	211.66	56.60	155.06
6604 · Speakers	850.00	1,340.00	-490.00
6605 · Caterer & Refreshments	2,636.43	2,532.47	103.96
6608 · New England Regional Gen Conf	250.00	178.48	71.52
<b>Total 6600 · CONFERENCE EXP</b>	<b>3,948.09</b>	<b>4,107.55</b>	<b>-159.46</b>
<b>6700 · SOCIETY EXP</b>			
6701 · Postage	58.50	201.32	-142.82
6702 · Supplies	1,295.96	317.50	978.46
6703 · Telephone	1,354.87	1,125.67	229.20
6704 · D&O Insurance and Bond	1,022.00	1,022.00	0.00
6705 · Subscriptions	688.08	586.67	101.41
6706 · Bad Checks	0.00	0.00	0.00
6707 · Bank Charges	28.75	19.51	9.24
6709 · Computer Expenses	1,853.73	2,689.49	-835.76
6710 · Credit Card Charges	889.06	813.35	75.71
6712 · Internet Services	1,297.81	1,346.55	-48.74
6713 · Professional Expenses	300.00	150.00	150.00
6717 · Misc Society Expenses	1,422.85	970.60	452.25
<b>Total 6700 · SOCIETY EXP</b>	<b>10,211.61</b>	<b>9,242.66</b>	<b>968.95</b>
<b>6800 · BUILDING EXP</b>			
6801 · Heat	7,377.35	14,008.00	-6,630.65
6802 · Electricity	4,525.38	3,968.31	557.07
6803 · Water-Sewer	872.28	767.08	105.20
6804 · Insurance - Bldg. & Liab.	3,419.00	3,330.00	89.00
6805 · Building Maint.	13,675.39	19,878.53	-6,203.14
6806 · Grounds Maint.	10,848.15	10,650.00	198.15
6807 · Fire Alarm Fee	540.00	540.00	0.00
6809 · Building Depreciation	1,952.31	0.00	1,952.31
6810 · Bldg. Improvements Depreciation	2,466.67	0.00	2,466.67
<b>Total 6800 · BUILDING EXP</b>	<b>45,676.53</b>	<b>53,141.92</b>	<b>-7,465.39</b>
<b>Total Expense</b>	<b>74,232.36</b>	<b>86,765.18</b>	<b>-12,532.82</b>
<b>Net Income</b>	<b>6,451.04</b>	<b>6,444.89</b>	<b>6.15</b>

02/06/17

**American-Canadian Genealogical Society**  
**Income/Expense Previous Year Comparison**  
**December 2016**

	Dec 16	Dec 15	\$ Change
<b>Income</b>			
<b>4100 · MEMBERSHIP</b>			
4101 · Dues	3,515.79	3,966.00	-450.21
<b>Total 4100 · MEMBERSHIP</b>	3,515.79	3,966.00	-450.21
<b>4200 · PUBLICATIONS</b>			
4201 · Used Book Sales	0.00	46.00	-46.00
4203 · Repertoires	384.00	1,586.00	-1,202.00
4206 · CD Roms	-49.95	0.00	-49.95
4208 · Orphan Pub. & Index	53.00	49.99	3.01
4209 · Captives Book	49.00	427.65	-378.65
<b>Total 4200 · PUBLICATIONS</b>	436.05	2,109.64	-1,673.59
<b>4300 · GENEALOGIST</b>			
4301 · Back Issues	138.40	47.00	91.40
<b>Total 4300 · GENEALOGIST</b>	138.40	47.00	91.40
<b>4400 · LIBRARY</b>			
4401 · All Copies except Drouin copies	62.20	7.53	54.67
4402 · Maps-Charts-Beginners' Course	0.00	6.00	-6.00
4403 · Guest Fees	15.00	0.00	15.00
4405 · Beverages	0.00	105.00	-105.00
4407 · Logo Mds (resale items)	63.00	0.00	63.00
4409 · Used Books	8.00	0.00	8.00
<b>Total 4400 · LIBRARY</b>	148.20	118.53	29.67
<b>4500 · RESEARCH</b>			
4501 · Reasearch Income	217.50	245.00	-27.50
<b>Total 4500 · RESEARCH</b>	217.50	245.00	-27.50
<b>4700 · SOCIETY</b>			
4702 · Bldg Fund	1,191.20	455.00	736.20
4703 · Book Fund	500.00	15.00	485.00
4705 · Cash Over & Short	0.00	3.47	-3.47
4706 · Ckg Act Int	0.53	0.51	0.02
4707 · Bld Fnd Int	0.06	0.00	0.06
4708 · Sav Act Int	0.00	1.46	-1.46
4709 · Other -	-0.10	0.00	-0.10
<b>Total 4700 · SOCIETY</b>	1,691.69	475.44	1,216.25
<b>4800 · BUILDING</b>			
4801 · Rent	850.00	855.00	-5.00
<b>Total 4800 · BUILDING</b>	850.00	855.00	-5.00
<b>Total Income</b>	6,997.63	7,816.61	-818.98
<b>Gross Profit</b>	6,997.63	7,816.61	-818.98
<b>Expense</b>			
<b>6100 · MEMBERSHIP EXP</b>			
6101 · Postage	87.50	0.00	87.50
6102 · Supplies	37.99	0.00	37.99
<b>Total 6100 · MEMBERSHIP EXP</b>	125.49	0.00	125.49
<b>6200 · PUBLICATIONS EXP</b>			
6201 · Postage	118.18	72.81	45.37
6202 · Supplies	10.00	0.00	10.00
6203 · Print Reps	-1,302.22	0.00	-1,302.22
<b>Total 6200 · PUBLICATIONS EXP</b>	-1,174.04	72.81	-1,246.85

02/05/17

**American-Canadian Genealogical Society**  
**Income/Expense Previous Year Comparison**  
**December 2016**

	Dec 16	Dec 15	\$ Change
<b>6300 · GENEALOGIST EXP</b>			
6301 · Postage	398.34	0.00	398.34
6303 · Printing	3,312.40	3,010.00	302.40
<b>Total 6300 · GENEALOGIST EXP</b>	3,710.74	3,010.00	700.74
<b>6400 · LIBRARY EXP</b>			
6402 · Supplies	27.69	61.58	-33.89
6405 · Beverages	9.99	0.00	9.99
<b>Total 6400 · LIBRARY EXP</b>	37.68	61.58	-23.90
<b>6700 · SOCIETY EXP</b>			
6702 · Supplies	2.99	60.87	-57.88
6703 · Telephone	155.79	0.00	155.79
6707 · Bank Charges	18.74	0.00	18.74
6709 · Computer Expenses	74.95	50.00	24.95
6710 · Credit Card Charges	99.13	99.40	-0.27
6712 · Internet Services	59.49	9.95	49.54
6717 · Misc Society Expenses	0.00	250.00	-250.00
<b>Total 6700 · SOCIETY EXP</b>	411.09	470.22	-59.13
<b>6800 · BUILDING EXP</b>			
6801 · Heat	501.00	1,196.00	-695.00
6802 · Electricity	439.70	319.11	120.59
6805 · Building Maint.	1,469.00	1,489.21	-20.21
6806 · Grounds Maint.	1,700.00	1,000.00	700.00
6809 · Building Depreciation	1,952.31	0.00	1,952.31
6810 · Bldg. Improvements Depreciation	2,466.67	0.00	2,466.67
<b>Total 6800 · BUILDING EXP</b>	8,528.68	4,004.32	4,524.36
<b>Total Expense</b>	11,639.64	7,618.93	4,020.71
<b>Net Income</b>	-4,642.01	197.88	-4,839.69

02/05/17

**American-Canadian Genealogical Society**  
**Balance Sheet**  
As of January 31, 2017

	Jan 31, 17
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>1000 · BANK ACCOUNTS</b>	
1001 · TD Bank Operating Account	12,240.56
1003 · TD Bank Building Fund	1,360.52
1004 · St. Mary's Bank Checking Account	2,533.18
1005 · CASH ON HAND-CASH REG	150.00
1010 · TD Bank Money Market Account	18,649.19
<b>Total 1000 · BANK ACCOUNTS</b>	<b>34,933.45</b>
<b>Total Checking/Savings</b>	<b>34,933.45</b>
<b>Other Current Assets</b>	
<b>1300 · INVENTORY-RESALE</b>	<b>32,600.00</b>
<b>Total Other Current Assets</b>	<b>32,600.00</b>
<b>Total Current Assets</b>	<b>67,533.45</b>
<b>Fixed Assets</b>	
<b>1500 · Fixed Assets</b>	
<b>1501 · LIBRARY BUILDING</b>	
1551 · Accumu. Deprac. - Bldg	-44,984.48
1501 · LIBRARY BUILDING - Other	221,712.38
<b>Total 1501 · LIBRARY BUILDING</b>	<b>176,727.90</b>
<b>1502 · FURNITURE &amp; EQUIPMENT</b>	
1552 · Accu. Deprac. Fur. & Fixt.	-122,198.64
1502 · FURNITURE & EQUIPMENT - Other	132,198.64
<b>Total 1502 · FURNITURE &amp; EQUIPMENT</b>	<b>10,000.00</b>
<b>1503 · ACGS HOLDINGS</b>	
1504 · Capital Improvement - Building	346,180.31
1554 · Accu. Deprac. - Bldg. Impr.	-7,811.13
1504 · Capital Improvement - Building - Other	96,200.00
<b>Total 1504 · Capital Improvement - Building</b>	<b>88,388.87</b>
<b>1510 · Library Land</b>	
	<b>8,460.00</b>
<b>Total 1500 · Fixed Assets</b>	<b>629,757.08</b>
<b>Total Fixed Assets</b>	<b>629,757.08</b>
<b>Other Assets</b>	
<b>1600 · St. Mary's Bank Share</b>	<b>5.00</b>
<b>Total Other Assets</b>	<b>5.00</b>
<b>TOTAL ASSETS</b>	<b>697,295.53</b>

**American-Canadian Genealogical Society**  
**Balance Sheet**  
As of January 31, 2017

02/05/17

	<u>Jan 31, 17</u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
<b>3000 - OPENING BALANCE EQUITY</b>	517,215.01
<b>3900 - RETAINED EARNINGS</b>	177,421.76
<b>Net Income</b>	2,658.76
<b>Total Equity</b>	<u>697,295.53</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>697,295.53</u></u>

02/05/17

**American-Canadian Genealogical Society**  
**Income/Expense Previous Year Comparison**  
**January 2017**

	Jan 17	Jan 16	\$ Change
<b>Income</b>			
<b>4100 · MEMBERSHIP</b>			
4101 · Dues	3,830.00	4,415.00	-585.00
<b>Total 4100 · MEMBERSHIP</b>	3,830.00	4,415.00	-585.00
<b>4200 · PUBLICATIONS</b>			
4203 · Repertoires	412.50	442.50	-30.00
4209 · Captives Book	0.00	338.70	-338.70
<b>Total 4200 · PUBLICATIONS</b>	412.50	781.20	-368.70
<b>4300 · GENEALOGIST</b>			
4301 · Back Issues	0.00	21.00	-21.00
<b>Total 4300 · GENEALOGIST</b>	0.00	21.00	-21.00
<b>4400 · LIBRARY</b>			
4401 · All Copies except Drouin copies	38.83	5.00	33.83
4402 · Maps-Charts-Beginners' Course	76.28	6.20	70.08
4403 · Guest Fees	10.00	15.00	-5.00
4405 · Beverages	0.00	5.00	-5.00
4407 · Logo Mdsse (resale items)	0.00	64.00	-64.00
4409 · Used Books	40.00	10.00	30.00
<b>Total 4400 · LIBRARY</b>	165.11	105.20	59.91
<b>4500 · RESEARCH</b>			
4501 · Reasearch Income	439.50	325.00	114.50
<b>Total 4500 · RESEARCH</b>	439.50	325.00	114.50
<b>4700 · SOCIETY</b>			
4702 · Bldg Fund	348.35	1,025.00	-676.65
4705 · Cash Over & Short	2.20	4.85	-2.65
4706 · Ckg Act Int	0.51	0.34	0.17
4707 · Bid Fnd Int	0.06	0.00	0.06
4708 · Sav Act Int	0.00	0.37	-0.37
<b>Total 4700 · SOCIETY</b>	351.12	1,030.56	-679.44
<b>4800 · BUILDING</b>			
4801 · Rent	1,415.00	995.00	420.00
<b>Total 4800 · BUILDING</b>	1,415.00	995.00	420.00
<b>Total Income</b>	6,613.23	7,672.96	-1,059.73
<b>Gross Profit</b>	6,613.23	7,672.96	-1,059.73
<b>Expense</b>			
<b>6100 · MEMBERSHIP EXP</b>			
6101 · Postage	190.00	0.00	190.00
<b>Total 6100 · MEMBERSHIP EXP</b>	190.00	0.00	190.00
<b>6200 · PUBLICATIONS EXP</b>			
6201 · Postage	0.00	123.89	-123.89
<b>Total 6200 · PUBLICATIONS EXP</b>	0.00	123.89	-123.89
<b>6400 · LIBRARY EXP</b>			
6402 · Supplies	56.10	50.00	6.10
<b>Total 6400 · LIBRARY EXP</b>	56.10	50.00	6.10
<b>6600 · CONFERENCE EXP</b>			
6605 · Caterer & Refreshments	0.00	300.00	-300.00
<b>Total 6600 · CONFERENCE EXP</b>	0.00	300.00	-300.00

02/06/17

**American-Canadian Genealogical Society**  
**Income/Expense Previous Year Comparison**  
**January 2017**

	Jan 17	Jan 16	\$ Change
<b>6700 · SOCIETY EXP</b>			
6701 · Postage	9.14	0.00	9.14
6702 · Supplies	122.64	39.98	82.66
6703 · Telephone	155.75	190.30	-34.55
6704 · D&O Insurance and Bond	100.00	100.00	0.00
6709 · Computer Expenses	74.95	50.00	24.95
6710 · Credit Card Charges	68.86	66.55	2.31
6712 · Internet Services	60.25	165.91	-105.66
<b>Total 6700 · SOCIETY EXP</b>	<b>591.59</b>	<b>612.74</b>	<b>-21.15</b>
<b>6800 · BUILDING EXP</b>			
6801 · Heat	764.00	0.00	764.00
6802 · Electricity	360.76	295.04	65.72
6805 · Building Maint.	452.02	1,135.94	-683.92
6806 · Grounds Maint.	1,000.00	800.00	200.00
6807 · Fire Alarm Fee	540.00	540.00	0.00
<b>Total 6800 · BUILDING EXP</b>	<b>3,116.78</b>	<b>2,770.98</b>	<b>345.80</b>
<b>Total Expense</b>	<b>3,954.47</b>	<b>3,857.61</b>	<b>96.86</b>
<b>Net Income</b>	<b>2,658.76</b>	<b>3,815.35</b>	<b>-1,156.59</b>

*Norma L. Boyce, E.A.*

33 Bernice Avenue  
Manchester, NH 03109-5106  
(603) 624-8654

February 9, 2017

Honorable Officers and Directors  
American-Canadian Genealogical Society

**Management Letter for the year ended December 31, 2016**

I have audited the financial statements of the America-Canadian Genealogical Society (herein referred to as ACGS) as of, and for, the year ended December 31, 2016.

I have conducted my audit in accordance with Generally Accepted Auditing Standards (GAAS). Those standards require that I plan and perform the audit to obtain reasonable assurance that the financial statements are free of any material misstatements. An audit is conducted to enable me to form and express an opinion on the financial statements that have been prepared by the Treasurer with oversight from the Officers and Directors. The audit of the financial statements does not relieve the Officers and Directors of their responsibilities.

However, in accordance with my normal practice, I write to draw your attention to certain matters which I identified in my audit of the financial statements of ACGS for the years ended December 31, 2016. Those issues are set out in the attached report.

I would like to thank the officers and directors of ACGS for their assistance and co-operation during the audit. I would also like to add that I realize that ACGS is an all-volunteer organization, and that it can be challenging to get members to accept changes in policies or procedures that are recommended through audit. Securing members to serve as Officers or Directors, or other positions within the Society, is a challenge as well.

I would be pleased to attend the February 19<sup>th</sup> or March 19<sup>th</sup> Board Meeting to provide any clarification that you may require on issues raised in this report.

Sincerely,

*Norma L. Boyce*

Norma L Boyce  
Norma L Boyce, EA

The matters raised in this report are only those which came to my attention during the audit and are not necessarily a comprehensive statement of all weaknesses that exist or all improvements that might be made. Recommendations for improvements should be assessed by you for their full impact before they are implemented. The report has been prepared solely for the use as officers and directors and should not be quoted whole or in part without prior written consent. No responsibility to any third party is accepted as the report has not been prepared, and is not intended, for any other purpose.





## General Observations and Recommendations

**NOTE:** The audit for the period 2013-2015 was completed on September 9, 2016. Therefore, Points raised in the audit of 2013-2015 that occurred again in the period of January through September 2016, many of which were repetitious in the 2013-2016 audit, are not made an issue in the 2016 audit, unless the practice was continued in the October to December 2016 period. It is noted that the Society election of officers and directors was held on September 24, 2016 and the responsibilities of Treasurer of the Society were transferred from Pauline Cusson to Ronald Blais as of that date.

It should be also noted that upon my arrival to begin the 2016 audit, all the documents were neatly organized and arranged. Relative to the 2013-2016 Points, action has been taken during the October-December 2016 period to improve or develop new policies and procedures. The majority of the Points on the 2013-2016 audit have been addressed. Specifically, the only Points still being worked on at audit time are Point Numbers 5, 6, 7, 8, 12 and 15. Management chose not to entertain the idea of an Assistant Treasurer and the Strategic Planning Committee, so Points Number 1 and 18 remain dormant at the time. Point Number 26 relating to the Federal Tax Return Form 990 will be addressed when preparing and filing the 2016 tax return due May 15, 2017.

Additionally, I worked met with Treasurer Ronald Blais to discuss relative Journal Entries for the 2016 books, primarily resulting from the need to reclassify Land and Building, Accumulated Depreciation of Building, Furniture and Equipment and Capital Improvements, recording/reclassifying Books for Resale based on an actual physical inventory, and a few small reclassification entries. Journal Entries were posted to the 2016 books, and new financials were produced. These new financials will be used for the Management Letter and the Tax Return. While, still a work in process, this was done so that the Balance Sheet more accurately reflects the proper value of these assets.

The Officers and Directors of ACGS, especially Ronald Blais, are to be commended for all their efforts to address areas mentioned in the 2013-2015 audit points. It took a team effort to accomplish all that was done in a short period of time.

**Point 1:**

Check # 8292 dated 2/10/16 for \$24 to Muriel Normand was cashed 8/10/16. Check # 8337 dated 4/29/16 for \$27.77 to Jackie Watson was cashed 7/18/16.

The Society should encourage volunteers who receive approved reimbursements for expenses they paid on behalf of the Society to cash those checks promptly.

**Point 2:**

Documentation for charges to Society Credit Cards remains an issue. Gerry Savard, holder of one of the Society Credit cards, provided me with a list of explanations for all the charges for 2016, most of which were recurring monthly charges. This list was provided to the Treasurer and will become substantiation, and provide an audit trail, for future charges.

However, Cathy of Excellent Choice Cleaning should obtain a receipt/packing slip when picking up items at Central Paper so that documentation is provided for the charge that appears on Society's Bank of America credit card in Herb Boyce's possession.



**Point 3:**

The procedure with Voided Checks should be improved. In many cases, a zero is not recorded in the General Ledger to show the check was voided. Sometimes the voided check was not present in the documentation. On occasion, a replacement for a void check was back-dated.

Voided Checks should be recorded as ZERO in the General Ledger.

The actual Voided Check should be attached to the documentation.

Replacement checks should be the next available check stock number and carry the current date.

**Point 4:**

Orders for Publications are being shipped before the Credit Card is processed, sometimes as much as three weeks in advance.

EX. G. Bodeau (customer)

Order shipped 11/12/16

Credit Card processed 12/2/16

J. Cote (customer)

Order shipped 11/25/16

Credit Card processed 12/2/16

A policy and procedure should be established to lessen the risk of lost revenue due to "denied" credit card charges.

## Specific Observations and Recommendations

**Point 5:**

Considerable concern still exists regarding the ability in Quick Books to re-use a check number and to give it any date.

Even though security measures have been significantly tightened relative to access to the check stock, as time permits, the Treasurer should research ways to restrict re-use of a check number and the ability to back-date a check, even if it necessitates a call to Quick Books.

**Point 6:**

The entire credit card number, type of card and expiration date appears on the ACGS Publications for Sale Order Form.

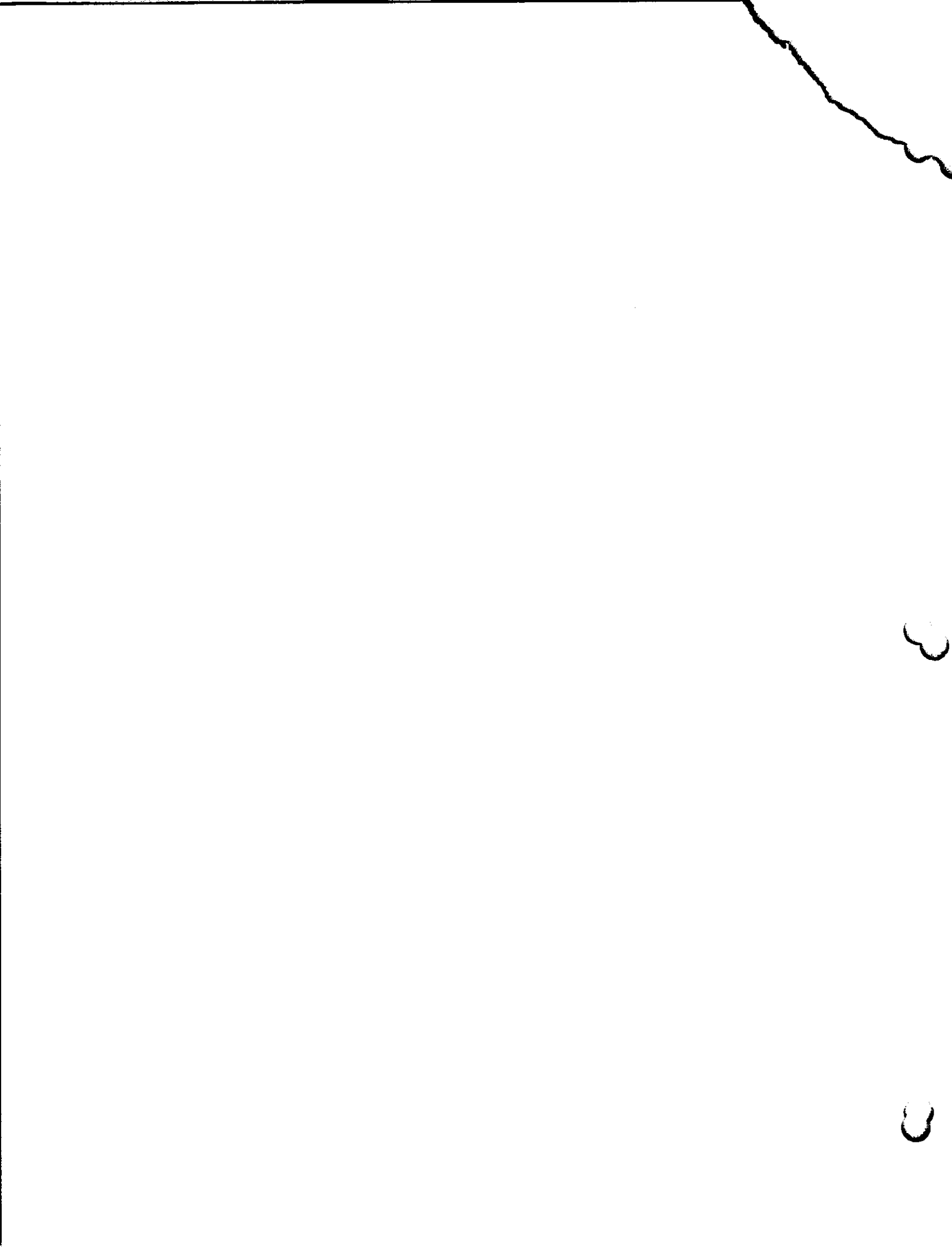
A policy and procedure needs to be devised to encrypt the credit card number on the order form.

In addition, a new stamp is needed, not only because the current one is illegible, but because it should include the date the order was sent to shipping by the Publications Chairperson and their signature, and the date the order was shipped and the signature of the shipper.

**Point 7:**

The cosmetic appearance of the Balance Sheet is inappropriate, in that, Accumulated Depreciation of Assets appears on the line above the asset. It should follow below the asset. For those who need to deal with the Balance Sheet, their knowledge of Financial Accounting will provide ample basis to read and understand the Balance Sheet.

It is recommended, however, that this issue be rectified even if it means a phone call to Quicken Software support.



**AMERICAN-CANADIAN GENEALOGICAL SOCIETY®  
SHORT TERM FACILITIES USAGE AGREEMENT**

Please type or print. Complete all sections. Applications received without an authorized signature and/or correct payment will not be processed.

**All deposits must be paid in full before space is confirmed**

Association Name: \_\_\_\_\_

Address: \_\_\_\_\_

State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Primary Contact  
Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

This **SHORT TERM FACILITIES USAGE AGREEMENT** is entered into by and between The **AMERICAN-CANADIAN GENEALOGICAL SOCIETY**, ("Society") and \_\_\_\_\_ ("Renter") this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_.

It is hereby agreed as follows:

**1. Space Rental:** Society grants to renter a limited and revocable license to use the following space: \_\_\_\_\_, located at the Society's Headquarters. The license permits the renter to use the space only in the Event Date, during the normal business hours of 9:00 AM to 5:00 PM, and only for the purposes set forth below.

- a. Event Purpose: \_\_\_\_\_
- b. Space Rented: \_\_\_\_\_
- c. Event Date: \_\_\_\_\_ Start/End Time: \_\_\_\_\_

Renter shall not have access to the space at any time other than during the start and end time on the event date, unless prior written permission has been received from the Society.

**2. Rental Fee:** Renter shall pay to the Society a rental fee of \_\_\_\_\_, for use of the space. The Renter shall pay Fifty percent of the Rental Fee within 10 days of the execution of this agreement. The balance will be paid on the date of the event.

**AMERICAN-CANADIAN GENEALOGICAL SOCIETY®  
SHORT TERM FACILITIES USAGE AGREEMENT**

- 3. Certificate of Insurance:** Renter shall provide to the Society a Certificate of Liability Insurance, with coverage of at least \$1 Million for Personal Liability, and \$100,000 for Property Damage for short-term use of rented facilities, indemnifying the Society for any and all losses incurred by Renter while using the Society facilities. This Certificate is to be submitted with the fifty percent rental deposit.
- 4. Parking:** There are a limited number of parking spaces available in the Society's shared parking lot with The Blessed Sacrament Church. There is ample street parking on Elm Street.
- 5. Facility Entry:** Renter and its guests shall enter the facility on the West Baker Street side of the building, adjacent to the parking lot. Renter and Guests must ring the buzzer for entry into the building. The door shall not be pried open for any reason.
- 6. Accessibility:** The Renter acknowledges that there is Handicap Accessibility to the SECOND level of the facility only, and that it is by use of the available chair lift. There is no Handicap Accessibility to the THIRD level. Guest should be able to use the stairs.
- 7. Security:** The renter is responsible for providing security personnel. At no time may weapons be carried by anyone. This is a GUN-FREE facility.
- 8. Cancellations:** Renter must notify the Society by written letter or email if it becomes necessary to cancel the event. If Renter cancels the event, the Society is entitled to keep the down payment received from the Renter. If the Society needs to cancel this agreement, the Renter's deposit will be refunded.
- 9. Condition of the Premises:** The space will be provided "as is", and the Society makes no warranty to Renter regarding the suitability of the space for the Renter's intended use. Any damages to the Society's property shall be the Renter's responsibility to cure and pay.
- 10. Permitted Use:** Renter is authorized to hold the Event and for no other purposes. Renter may not use the space in any manner that would violate any laws, and/or render the Insurance on any of the Society's property null and void.
- 11. Attorney's Fees:** Renter shall be liable to the Society for any Attorney Fees incurred by the Society in connection with any litigation involving the use of the premises, included, but not limited to damages to the Society's property, any personal injury, etc.
- 12. Entire Agreement:** This agreement constitutes the entire agreement between the parties.
- 13. Successors and Assigns:** This agreement is binding upon, and inures to the benefit of the parties and their assigns.
- 14. Agreement Binder:** This agreement shall not be binding on the parties until it has been signed by an official and authorized representative of the Society.

**AMERICAN-CANADIAN GENEALOGICAL SOCIETY®  
SHORT TERM FACILITIES USAGE AGREEMENT**

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
American-Canadian Genealogical Society

BY: \_\_\_\_\_ Title: \_\_\_\_\_ Date \_\_\_\_\_  
Renter

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Renter's onsite contact at the Society for this event is: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

American-Canadian Genealogical Society  
P.O. Box 6478  
Manchester, NH 03108-6478  
603-622-1554  
acgs.org