

CONNECTICUT REGION – NATIONAL SKI PATROL SYSTEM, INC.  
PROGRAM REPORT

**TREASURER**

AS OF **March 31, 2024**

Please complete and email to [skip.mudge.nsp@gmail.com](mailto:skip.mudge.nsp@gmail.com) by **April 1, 2024**

<b>PROGRAM ADVISOR:</b>	Liz Fenner	
<b>CONTACT INFORMATION:</b>	<b>EMAIL ADDRESS:</b>	<a href="mailto:Liz@fennerct.com">Liz@fennerct.com</a>
	<b>MOBILE PHONE:</b>	860-276-3001

<b>ASSISTANT ADVISOR:</b>	<b>NAME:</b> NONE	<b>CONTACT:</b>
<b>ASSISTANT ADVISOR:</b>	<b>NAME:</b>	<b>CONTACT:</b>

**MISSION STATEMENT**

<b>NSP:</b> TO HELP KEEP PEOPLE SAFE ON THE MOUNTAIN AND DURING OTHER OUTDOOR ACTIVITIES.
<b>PROGRAM MISSION STATEMENT:</b> To assist the RD in creating a fiscally responsible budget for the CT Region while allowing program managers to successfully run their business.

**EXECUTIVE SUMMARY: 2023-24 SEASON**

Presented the proposed budget to the region PD’s and program managers. Came to an agreement on mileage criteria for reimbursement. Met regularly with the RD to review the budget actuals and discuss exceptions which needed approval. Assisted several program managers in filling out expense forms and determining how to appropriately report revenue offsets.

Purchased supplies for program managers using the region card to avoid initial out of pocket costs.

Attended meetings with the PD’s and program managers.

Worked with patrol treasurers to complete the 990 forms for their patrols.

**PROGRAM GOALS: 2023-24 SEASON**

Please list the SMART goals your program focused on **this** season, along with their achievement status. **Refer to last year’s report.** (**S**pecific, **M**easurable, **A**ttainable, **R**elevant and **T**ime bound)

1. Review budget proposals from program managers by April 6, 2023
2. Meet with the RD to discuss allocation of funds by April 8, 2023
3. Create and maintain a fiscally sound budget for the CT region
4. Present budget at the April 12<sup>th</sup> spring meeting for approval by voting members
5. Meet monthly, during the ski season, with the RD to ensure the budget remains on target

**ACTIVITIES / PARTICIPATION**

Activity	# Instructors/ Other	# Participants
Budget review meetings with the RD	2	2
Ongoing revenue/expense tracking and follow-up	1	1
Budget preparation and presentation	2	2

## **PROGRAM GOALS: 2024-25 SEASON**

*Please list your program's SMART goals for **next** season. (**S**pecific, **M**easurable, **A**ttainable, **R**elevant and **T**ime bound)*

1. Review budget proposals from program managers by April 7, 2024
2. Meet with the RD to discuss allocation of funds by April 12, 2024
3. Create and maintain a fiscally sound budget for the CT region
4. Present budget at the April 16<sup>th</sup> spring meeting for approval by voting members
5. Meet monthly with the RD to ensure the budget remains on target - first Tuesday of each month

## **RECRUITMENT/MARKETING**

N/A

## **SUCCESSION PLANNING**

This position is appointed by the RD. Should the need arise, I would work with the named replacement to mentor them, turnover all documentation and work with them and the bank to change signing authority.

## PROGRAM BUDGET

### 1. BUDGET PERFORMANCE (2023-24 SEASON)

Please provide the \$ amount of your approved budget for the prior fiscal year. Please note if this budget included any unusual and/or one-time expenditures. For travel expenses, please specify trips/nights/people/rates, etc., as appropriate. You may show trip details at the end of the document if you wish.

	APPROVED SEASON BUDGET	SPENT TO DATE	ANTICIPATED REMAINING TO SPEND	VARIANCE (OVER/ UNDER)
Mileage				
Meals				
Lodging (# trips/rooms/nights/rates)				
Printing				
Postage				
Equipment				
Supplies				
Textbooks/Instructional Aids				
Awards specific to program (e.g., Instr. Service Awards)				
Other (unusual or one time, explain in "Prog. Goals")				
Revenue (Expense Offset)				
<b>Total</b>	0			

**Notes:** Please explain variances (i.e., over/underspending your approved budget by >10%).  
**OVERSPENDING OF BUDGET ALLOWED ONLY WITH PRIOR APPROVAL OF REGION DIRECTOR.**

Should supplies be needed the cost will come from the admin budget. None were needed this year.

### 2. BUDGET REQUEST (2024-25 SEASON)

<i>Please provide a brief comment on any increase or decrease, such as unusual or one-time expenditures. Explain basis for travel expense request.</i>	REQUESTED	APPROVED
Mileage: (use Mileage Reimbursement Worksheet on following page to calculate expense) <sup>1</sup>		
Meals		
Lodging (# trips/rooms/nights/rates)		
Printing		
Postage		
Equipment		
Supplies		
Textbooks/Instructional Aids		
Awards specific to program (e.g., Instructor Service Awards)		
Other (unusual or one time, explain in "Program Goals")		
Revenue (Expense Offset)		
<b>Total</b>	0	

<sup>1</sup> If multiple trips, list mileage separately, either in Notes section (above) or as separate lines in Budget Request form.