

**MDRT Chart of Accounts
February 4, 2020**

	EXECUTIVE COMMITTEE		
	CEO OVERSIGHT: STEVE STAHR		
Account Code	Account Name	Account Type	Account Description
6000-01	EX-COM TRAVEL EXPENSE	EXPENSE	Executive Committee travel is charged to this account. This includes airfare to the Mid-Year Meeting and an estimate of travel expenses for the incoming Nominee.
6005-01	EX-COM DISCRETIONARY EXPENSE	EXPENSE	The holiday gifts from the President to MDRT staff and volunteer leaders are charged to this account.
6010-01	EX-COM MID-YEAR MEETING EXPENSE	EXPENSE	All expenses, except for airfare charges, related to the Mid Year Meeting are charged to this account.
6020-01	EX-COM GENERAL MEETING EXPENSE	EXPENSE	The CEO performance review meeting and Executive Committee Staff Breakfast are charged to this account.
6025-01	EX-COM CONTINGENCY FUND	EXPENSE	Speech coaching fees are charged to this account.
6030-01	EX-COM ADMINISTRATIVE ALLOWANCE	EXPENSE	The monthly admin allowances disbursed to the Executive Committee are charged to this account. This also includes the additional tax gross up payment for spouse travel.
6035-01	EX-COM TECHNOLOGY	EXPENSE	The iPad assigned to the Nominee is charged to this account.
6040-01	EX-COM POSTAGE	EXPENSE	Postage & Freight related to the Executive Committees special requests.
6045-01	EX-COM MISCELLANEOUS EXPENSE	EXPENSE	Expenses charged to this account include the Executive Committee Portrait, the Last Supper event, PDC/PGA gifts.
6050-01	EX-COM PRESIDENT ADS	EXPENSE	The publication ad placed on behalf of the President are charged to this account.
6060-01	CONTRIBUTION TO THE MDRT FOUNDATION	EXPENSE	The \$300K contribution from MDRT to the Foundation is charged to this account. A \$2,500 contribution made in the memory of all members who past during the calendar year is charged to this account. Lastly if a Past President should pass away, an additional \$2,500 is donated to the Foundation in the memory of the Past President.
8110-01	INTERPRETATION & TRANSLATION	EXPENSE	These are interpretation and translation expenses for Ex-Com members.

	EXECUTIVE DEPARTMENT		
	CEO OVERSIGHT: STEVE STAHR		
New Account Code	Account Name	Account Type	Account Description
6100-02	TEMPORARY STAFFING	EXPENSE	The charges for temporary staff from various MDRT approved agencies are charged to this account
6110-02	DISCRETIONARY EXPENDITURES	EXPENSE	Expenses related various vendor or staff lunches are charged to this account. Small niceties sent to member leaders or key vendors are also charged to this account. For example a flower arrangement for a family death.
6120-02	STAFF TRAVEL	EXPENSE	Travel costs related to travel on MDRT's behalf, such as attendance at industry meetings.
6130-02	POSTAGE	EXPENSE	Items sent via USPS, UPS, FedEx or other paid courier.
6140-02	LEGAL	EXPENSE	Attorney Fees
6150-02	CONSULTING	EXPENSE	Consultant Services for various projects.
6200-02	GLOBAL COUNCIL	EXPENSE	The event costs related to the Global Council are charged to this account. The Executive Committee's airfare are charged to 6000-01.
6210-02	NOMINATING COMMITTEE	EXPENSE	Costs associated with gathering the nominating committee at headquarters for the nomination process. The travel costs of the Immediate Past President (Nominating Committee Chair) and spouse to meet with the selected nominee are charged to 6000-01
6220-02	STRATEGIC PLAN	EXPENSE	All charges related to the development of the strategic plan (Mary Byers, Think Tank, U.S. Summit)
6230-02	PAST PRESIDENT'S ADVISORY	EXPENSE	All charges related to the Past President's suite at the Annual Meeting, the dinner at the AM, the ring and jacket.
6240-02	CONTRIBUTIONS	EXPENSE	Contributions made to a organization other than the MDRT Foundation.

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6250-02	SCHOLARSHIP PROGRAM	EXPENSE	A scholarship fund established in honor of John P. Prast for individuals working toward a CAE.
6260-02	MDRT ACADEMY	EXPENSE	Start up costs related to the development of this entity
6270-02	MDRT GLOBAL SERVICES	EXPENSE	Start up costs related to the development of this entity
6280-02	MDRT BUSINESS SERVICES	EXPENSE	Start up costs related to the development of this entity

	MEMBER PROCESSING AND RESEARCH		
	DIRECTOR OVERSIGHT: TOM ENSIGN		

New Account Code	Account Name	Account Type	Account Description
4001-00	MEMBERSHIP DUES	REVENUE	This includes regular membership dues at both the \$550 and \$185 dues level.
4002-00	COURT OF THE TABLE DUES	REVENUE	Dues required to join at the court production level.
4003-00	ACCOUNT NOT USED	REVENUE	Formerly regular dues at the \$185 dues level. Account no longer utilized. These dues are included in 4001-00 starting in membership year 2018.
4004-00	BACK MEMBERSHIP DUES	REVENUE	Dues paid to bridge gaps in membership continuity.
4005-00	MEMBERSHIP DUES LATE PYMT FEE	REVENUE	A \$200 late fee is assessed for all applications postmarked after March 1st or applied for online after March 1st.
4006-10-01	TOP OF THE TABLE DUES	REVENUE	Dues required to join at the Top of the Table production level.
6100-03	TEMPORARY STAFFING	EXPENSE	The charges for temporary staff from various MDRT approved agencies are charged to this account
6110-03	DISCRETIONARY EXPENDITURES	EXPENSE	Expenses related various vendor or staff lunches are charged to this account. Small niceties sent to member leaders or key vendors are also charged to this account. For example a flower arrangement for a family death.
6120-03	STAFF TRAVEL	EXPENSE	Travel costs related to travel on MDRT's behalf, such as attendance at industry meetings.
6130-03	POSTAGE	EXPENSE	Items sent via USPS, UPS, FedEx or other paid courier. THIS EXCLUDES APPS, DENIAL LETTERS, APPROVAL CERTIFICATES
6140-03	LEGAL	EXPENSE	Attorney Fees
6150-03	CONSULTING	EXPENSE	Consultant Services for various initiatives. Additionally this includes the consulting fees related to the economists.
6300-03	POSTAGE - APPLICATION	EXPENSE	Postage charges for sending membership applications to potential applicants
6310-03	POSTAGE - DUPLICATE APPROVAL CERTIFICATES	EXPENSE	Postage charges for sending duplicate approval certificates
6320-03	POSTAGE - APPROVAL LTR & CERTIFICATE PKG	EXPENSE	Postage charges for sending approval letter & certificates packages
6330-03	MDRT MEMBERSHIP FORMS	EXPENSE	Expenses related the design & production of the membership forms
6340-03	BYLAWS BALLOT	EXPENSE	Expenses related to a membership vote regarding changes to the constitution or bylaws. This is an infrequent event.
6350-03	SPECIAL MAILINGS/SURVEY RESULTS	EXPENSE	Expenses related to the Annual Meeting Survey, Major Membership Survey and Annual Meeting Focus Groups.

	MARKETING AND COMMUNICATIONS		
	DIRECTOR OVERSIGHT: DON NOVERINI		

New Account Code	Account Name	Account Type	Account Description
5000-00	BOOKS/PUBLICATION REVENUE	REVENUE	Sale of books and other publications
Not Used	NOT USED		Previously Resource Revenue. Items included in 5000-00

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5200-00	COMPLEMENTARY ITEMS	REVENUE	Account used to track items that are given out on a complementary basis. The balance of the this account should always be zero at month end. The amounts charged here should be transferred to the individual department budgets as part of the month end closing process. This account may have a debit balance during the month.
5300-00	PLAQUES REVENUE	REVENUE	Sale of member specific plaques
5400-00	MEETING PRESENTATIONS REVENUE	REVENUE	Sale of Annual Meeting presentations from prior years & Mobile Tape generated revenue
5500-00	ANNUAL MEETING PRODUCTS REVENUE	REVENUE	Sale of items unique to current year's Annual Meeting. For example Annual Meeting T-shirts, mementos and calendar. These items are generally not available for purchase on the store's website.
5550-00	SPEAKERS CORNER REVENUE	REVENUE	Revenue from meeting speaker sales. These items are generally not available for purchase on the store's website.
5600-00	MULTI MEDIA	REVENUE	Revenue from MDRT produced compilation products.
5700-00	INSIGNIA REVENUE	REVENUE	Sale of insignia items including, jewelry, pins, pens, etc.
5800-00	VIDEO CLUB REVENUE	REVENUE	Video club services sales to non-MDRT members.
Not Used	NOT USED		Previously royalty payments received from Mobile Tape. These payments will be recorded in account 5400-00 Meeting Presentations in 2018 and forward.
6100-04	TEMPORARY STAFFING	EXPENSE	The charges for temporary staff from various MDRT approved agencies are charged to this account
6110-04	DISCRETIONARY EXPENDITURES	EXPENSE	Expenses related various vendor or staff lunches are charged to this account. Small niceties sent to member leaders or key vendors are also charged to this account. For example a flower arrangement for a family death.
6120-04	STAFF TRAVEL	EXPENSE	Travel costs related to travel on MDRT's behalf, such as attendance at industry meetings, non-store related site visits, media relations/press related travel.
6130-04	POSTAGE	EXPENSE	Items sent via USPS, UPS, FedEx or other paid courier
6140-04	LEGAL	EXPENSE	Attorney Fees
6150-04	CONSULTING	EXPENSE	Consultant Services for various initiatives.
6410-04	GLOBAL BRANDING	EXPENSE	Core Branding related to our target global markets
6415-04	DOMESTIC BRANDING	EXPENSE	Domestic core branding. Gibbs & Soells travel expense to be onsite at the Annual Meeting
6420-04	NEWS RELEASE PUBLICITY	EXPENSE	Media guide expenses
Not Used	Not used		Public relations travel costs related to the Annual Meeting. This expense will be recorded in 6415-04 Domestic Branding in 2018 and forward.
6425-04	CORPORATE IDENTITY PROGRAM	EXPENSE	Costs related to corporate identity - design of guidelines, logos, lockups
6430-04	ADVERTISING & PROMOTION	EXPENSE	Cost associated with the promotion of MDRT.
6435-04	MEETING RECORDINGS	EXPENSE	Mobile Tape records at the TOT and AM. Figtree at the Experience Meeting.
6440-04	GRAPHIC DESIGN	EXPENSE	General in-house graphic design needs - committee charts, general presentation designs
6445-04	MDRT STORE - ANNUAL MEETING	EXPENSE	Costs related to establishment of a temporary retail megastore at the Annual Meeting
6450-04	MDRT STORE - OTHER MEETINGS	EXPENSE	Costs related to selling product all other meetings excluding the Annual Meeting
6455-04	PRODUCT RESEARCH & DEVELOPMENT	EXPENSE	Costs related to researching and developing new store products
6460-04	PRODUCT ADVERTISING & PROMOTION	EXPENSE	Costs related to the advertising & promotion of store products, including the catalogues.
Not Used	Not used	EXPENSE	The costs related to the design and print of the store catalog. These expenses will be recorded in 6460-04 Product Advertising & Promotion in 2018 and forward.
6465-04	SHIPPING	EXPENSE	Transportation costs to ship products to customers. This is offset by the shipping fees charged to customers
6470-04	BOOKS/PUBLICATIONS EXPENSE	EXPENSE	Non-speaker related book costs
Not Used	Not used		Previously expenses related to resource products
6472-04	PLAQUES	EXPENSE	Costs related to selling plaques
6474-04	INSIGNIA EXPENSE	EXPENSE	Costs to purchase insignia inventory
Not Used	Not used		Previously expenses related cards and folders
6476-04	ANNUAL MEETINGS PRODUCTS EXPENSE	EXPENSE	Costs to purchase meeting specific inventory
6478-04	MEETINGS PRESENTATIONS	EXPENSE	Cost to purchase inventory
6480-04	MULTI-MEDIA EXPENSE	EXPENSE	Costs to purchase materials to produce multi-media products

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6482-04	VIDEO CLUB EXPENSE	EXPENSE	Costs to house and maintain the video club - including video transfers
Not Used	Not used		Cost related to Mobile Tapes attendance at the Annual Meeting. These expenses will be recorded in account 6445-04 MDRT Store - AM in 2018 and beyond.
6484-04	SPEAKERS CORNER	EXPENSE	Costs to purchase speaker related inventory
6520-04	SOCIAL MEDIA	EXPENSE	Expenses related to Social Media.
6825-04	EQUIPMENT SUPPLIES	EXPENSE	Expenses related to equipment supplies.
	HUMAN RESOURCES & MEMBER RELATIONS		
	DIRECTOR OVERSIGHT: LAURA GOOD		
New Account Code	Account Name	Account Type	Account Description
6100-07	TEMPORARY STAFFING	EXPENSE	The charges for temporary staff from various MDRT approved agencies are charged to this account
6110-07	DISCRETIONARY EXPENDITURES	EXPENSE	Expenses related various vendor or staff lunches are charged to this account. Small niceties sent to member leaders or key vendors are also charged to this account. For example a flower arrangement for a family death.
6120-07	STAFF TRAVEL	EXPENSE	Travel costs related to travel on MDRT's behalf, such as attendance at industry meetings.
6130-07	POSTAGE	EXPENSE	Items sent via USPS, UPS, FedEx or other paid courier.
6140-07	LEGAL	EXPENSE	Attorney Fees
6150-07	CONSULTING	EXPENSE	Consultant Services for various initiatives including the compensation studies
6700-07	SALARY EXPENSE	EXPENSE	Salary expense
6705-07	UNEMPLOYMENT TAX - STATE & FEDERAL	EXPENSE	FUTA and SUTA tax
6710-07	FICA	EXPENSE	MDRT's portion of the FICA tax.
6715-07	HEALTH BENEFITS	EXPENSE	Health insurance, EyeMed, Hearing, COBRA, Dental
6720-07	LIFE, DISABILITY & OTHER	EXPENSE	Group term life, short term disability, long term disability, carve out, paid up at 65, ID Shield, long term care insurance
6725-07	DEFERRED COMP 457B PLAN	EXPENSE	This account is currently not used. We will keep it for potential future use.
6730-07	ESP PLAN	EXPENSE	The premiums related to life insurance policies on the current CEO and prior two CEO's are charged to this account. MDRT is the beneficiary on these policies. Increases in the cash surrender value of the policies are also recorded to this account as an offset to the expense. Additionally the salary continuation payments made to JP are charged to this account.
6735-07	THRIFT PLAN	EXPENSE	All expenses related to the defined contribution plan are recorded here including MDRT's match and any administrative program costs.
6740-07	PENSION	EXPENSE	All expenses related to the defined benefit plan are recorded here including MDRT's contributions and administrative program costs.
6745-07	TRAINING, EDUCATION & BOOKS	EXPENSE	All costs related to attending training or education events. This includes registration fee, travel to and from, lodging, etc.
6750-07	DUES & SUBSCRIPTIONS	EXPENSE	Dues and subscriptions to industry associations and publications.
6755-07	EMPLOYEE RELATIONS	EXPENSE	Costs related to the many niceties provided to staff including the holiday party, summer picnic, work anniversary recognitions, all staff lunches, etc.
6760-07	ACQUISITION/EVALUATION	EXPENSE	Costs related to recruiting and vetting job candidates.
6765-07	ADMINISTRATION CENTER	EXPENSE	Misc. expenses related to the conference center including guest snacks, mints, notepads and pens.
	FINANCE & BUILDING SERVICES		
	DIRECTOR OVERSIGHT: MARK LEON/AUSTIN HURLEY		
New Account Code	Account Name	Account Type	Account Description

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6100-09	TEMPORARY STAFFING	EXPENSE	The charges for temporary staff from various MDRT approved agencies are charged to this account
			Expenses related various vendor or staff lunches are charged to this account. Small niceties sent to member leaders or key vendors are also charged to this account. For example a flower arrangement for a family death.
6110-09	DISCRETIONARY EXPENDITURES	EXPENSE	Holiday tips for delivery people and cleaning crew.
6120-09	STAFF TRAVEL	EXPENSE	Travel costs related to travel on MDRT's behalf, such as attendance at industry meetings.
6130-09	POSTAGE	EXPENSE	Items sent via USPS, UPS, FedEx or other paid courier.
6140-09	LEGAL	EXPENSE	Attorney Fees
6150-09	CONSULTING	EXPENSE	Consultant Services for various initiatives.
6900-09	UTILITIES EXPENSE	EXPENSE	Natural gas, electric, water, disposal and cable are charges to this account.
			This includes HVAC, elevator, snow removal, landscaping, janitorial services and other costs associated with maintain the building
6902-09	BUILDING MAINTENANCE	EXPENSE	
6904-09	BUILDING IMPROVEMENTS EXPENSE	EXPENSE	Includes costs related to sealing and striping the parking lot.
6906-09	MISCELLANEOUS BUILDING EXPENSE	EXPENSE	Overflow parking costs (permits & quarters), coffee & beverage costs
6908-09	EQUIPMENT RENTAL & MAINTENANCE	EXPENSE	Maintenance agreements for copiers and postage machines. Copy charges.
6910-09	ACCOUNT NOT USED	EXPENSE	ACCOUNT NOT USED
6912-09	STATIONERY & OFFICE SUPPLIES	EXPENSE	Stationery, paper, envelopes, general office supplies, calendars, boxes & business cards.
6914-09	EQUIPMENT SUPPLIES	EXPENSE	Toner & ink cartridges.
			Bank fees & ADP fees are charged to this account. Additionally, the wire transfer service fee that MDRT charges companies is recorded as a reduction to the account.
6916-09	BANKING SERVICE FEES	EXPENSE	
6918-09	MERCHANT BANK FEES	EXPENSE	Credit card processing fees
6920-09	REAL ESTATE TAX EXPENSE	EXPENSE	Cook County property taxes
6922-09	DEPRECIATION EXPENSE-FURN. & EQUIP.	EXPENSE	Depreciation expense for assets placed in service prior to fall 2013.
6924-09	VEHICLE MAINTENANCE	EXPENSE	Gas, oil changes and other general maintenance for the company van.
6926-09	DEPRECIATION EXPENSE - VEHICLE	EXPENSE	Depreciation expense for assets placed in service prior to fall 2013.
6928-09	BUILDING DEPRECIATION	EXPENSE	Depreciation expense for assets placed in service prior to fall 2013.
6930-09	DEPRECIATION EXPENSE BUILDING IMPROV	EXPENSE	Depreciation expense for assets placed in service prior to fall 2013.
6932-09	INSURANCE EXPENSE	EXPENSE	Commercial insurance costs
6934-09	AUDIT SERVICES	EXPENSE	Items billed from the external audit firm.
6936-09	TAXES	EXPENSE	Sales tax paid with the State of Illinois Filing
6938-09	MISC. OFFICE EXPENSE	EXPENSE	Document Destruction Fees
9206-09	OFFICE SPACE REDESIGN & FURNITURE	EXPENSE	Cost to remodel the office space. Ongoing project expected to be complete in 2018

	INFORMATION TECHNOLOGY		
	DIRECTOR OVERSIGHT: JIM UNANDER		

New Account Code	Account Name	Account Type	Account Description
6100-08	TEMPORARY STAFFING	EXPENSE	The charges for temporary staff from various MDRT approved agencies are charged to this account
			Expenses related various vendor or staff lunches are charged to this account. Small niceties sent to member leaders or key vendors are also charged to this account. For example a flower arrangement for a family death.
6110-08	DISCRETIONARY EXPENDITURES	EXPENSE	
6120-08	STAFF TRAVEL	EXPENSE	Travel costs related to travel on MDRT's behalf, such as attendance at industry meetings.
6130-08	POSTAGE	EXPENSE	Items sent via USPS, UPS, FedEx or other paid courier.
6140-08	LEGAL	EXPENSE	Attorney Fees, typically for contract review
6150-08	CONSULTING	EXPENSE	Consultant Services for various initiatives
6800-08	DESK TOP TECHNOLOGIES	EXPENSE	Adobe subscriptions, Office 365 subscriptions and others
6805-08	NETWORKS & COMMUNICATIONS	EXPENSE	Windstream, Access One Phone System, iPad service contract
6810-08	OFFSITE HOSTING	EXPENSE	Aptify, Azure and Tierpoint hosting
6815-08	SYSTEM INFRASTRUCTURE	EXPENSE	Maintenance agreements for Aptify, ShoreTel, Dynamics GP and others
6820-08	SYSTEM UTILITY SOFTWARE	EXPENSE	FileNet, IBM Content Collector, ColdFusion and others

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6961-08	CRM MEMBERSHIP SYSTEM	EXPENSE	Aptify implementation costs
6962-08	GENERAL LEDGER SYSTEM	EXPENSE	General Ledger System implementation costs
6963-08	MDRT MOBILE APP	EXPENSE	Development and implementation of the MDRT mobile app.
	MEETING SERVICES		
	DIRECTOR OVERSIGHT: JEANNE MALONE		
New Account Code	Account Name	Account Type	Account Description
6100-10	TEMPORARY STAFFING	EXPENSE	The charges for temporary staff from various MDRT approved agencies are charged to this account
6110-10	DISCRETIONARY EXPENDITURES	EXPENSE	Expenses related various vendor or staff lunches are charged to this account. Small niceties sent to member leaders or key vendors are also charged to this account. For example a flower arrangement for a family death.
6120-10	STAFF TRAVEL	EXPENSE	Travel costs related to travel on MDRT's behalf, such as attendance at industry meetings.
6130-10	POSTAGE	EXPENSE	Items sent via USPS, UPS, FedEx or other paid courier.
6140-10	LEGAL	EXPENSE	Attorney Fees
6150-10	CONSULTING	EXPENSE	Consultant Services for various initiatives.
6160-10	MCC MEETINGS	EXPENSE	Expenses related to planning MCC Meetings.
6170-10	SITE SELECTION	EXPENSE	Travel costs related to visiting potential meeting sites prior to selecting the location for a particular meeting.
6825-10	EQUIPMENT SUPPLIES	EXPENSE	Supplies specific to Meeting Services.
	TOP OF THE TABLE MEETING		
	DIRECTOR OVERSIGHT: JEANNE MALONE		
New Account Code	Account Name	Account Type	Account Description
4200-10-01	REGISTRATION REVENUE	REVENUE	Registration revenue for both attendees and exhibitors
4210-10-01	EXHIBIT REVENUE	REVENUE	Fees charged for the space exhibitors utilize
4220-10-01	SPONSORSHIP REVENUE	REVENUE	Payments received for various sponsorship opportunities
4230-10-01	FOOD & BEVERAGE REVENUE	REVENUE	Typically not utilized for TOT - Fees charged for the breakfast and lunch sessions
4240-10-01	SUBSIDY REVENUE	REVENUE	Typically not utilized for TOT
4250-10-01	COMMISSION	REVENUE	Typically not utilized for TOT
4260-10-01	OTHER REVENUE	REVENUE	Unplanned or unique revenue sources. This includes special event fees and golf event fees.
8000-10-01	COMMITTEES	EXPENSE	TOT Advisory Board, Member Content Committee & Industry Relations Committee this account excludes the Program Development Committee & any food and beverage costs
8005-10-01	PROGRAM DEVELOPMENT COMMITTEE	EXPENSE	Program development committee expenses
8010-10-01	SPEAKER HONORARIUM	EXPENSE	Speaker honorarium expenses - This excludes speaker travel
8015-10-01	SPEAKER TRAVEL	EXPENSE	Speaker travel expenses
6140-10-01	LEGAL SERVICES	EXPENSE	Contract review and other legal expenses
6932-10-01	INSURANCE	EXPENSE	Meeting cancelation insurance costs
8020-10-01	FOOD & BEVERAGE	EXPENSE	All food and beverage costs, including the Board dinner, golf event, receptions, meeting breaks, etc.
8025-10-01	ENTERTAINMENT & DÉCOR	EXPENSE	Entertainment and décor for all events
8030-10-01	MEMBER & SPEAKER GIFTS	EXPENSE	All gifts including member speakers, member gift at AM, etc.
8035-10-01	REGISTRATION	EXPENSE	All expenses related to registration and onsite vendor support.
8040-10-01	HOUSING	EXPENSE	Not used for the TOT meeting
8045-10-01	EXECUTIVE COMMITTEE	EXPENSE	Not used for the TOT meeting
8050-10-01	STAFF TRAVEL	EXPENSE	Current year site visits, January meeting

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8055-10-01	MAIN PLATFORM PRODUCTION	EXPENSE	General session production, AV rental
8060-10-01	MAIN PLATFORM TELEPROMPTER	EXPENSE	Not used for the TOT meeting
8065-10-01	DECORATOR	EXPENSE	Exhibit space
8070-10-01	AUDIO VISUAL	EXPENSE	Focus session production and labor
8075-10-01	MISC PROGRAMMING & LOGISTICS	EXPENSE	Not used for the TOT meeting
8080-10-01	MANAGEMENT FEE	EXPENSE	Not used for the TOT meeting
8085-10-01	SPONSORSHIP FULFILLMENT	EXPENSE	Costs associated with fulfilling sponsorship agreements
8090-10-01	PUBLICITY & PRINT COLLATERAL	EXPENSE	Includes website, email design, program book, handout book, etc. and its translation
6130-10-01	POSTAGE	EXPENSE	Postage and mailings
8095-10-01	Security	EXPENSE	Onsite security service
8100-10-01	Transportation	EXPENSE	Staff car, golf event, board dinner
8105-10-01	Facility Rental	EXPENSE	TOT Board Dinner
8110-10-01	Simultaneous Interpretation & Translation	EXPENSE	Cost related to simultaneous interpretation including interpreter travel & translation expenses
8115-10-01	Shipping	EXPENSE	Costs to ship required items to and from the meeting site
8120-10-01	Office Equipment & Supplies	EXPENSE	Includes computer rentals
8125-10-01	Photography	EXPENSE	Costs associated with meeting photography
8130-10-01	Signage	EXPENSE	Costs associated with meeting signage
8135-10-01	Special Touches	EXPENSE	Not used for the TOT meeting
8140-10-01	Wi-Fi & Internet	EXPENSE	MT control internet line & Wi-Fi in exhibit area
8145-10-01	Gratuities	EXPENSE	Costs for gratuities given to key hotel staff or others as approved
8150-10-01	Exhibits	EXPENSE	Not used for the TOT meeting
8155-10-01	Temp Staff	EXPENSE	Expense related to the temp staff required onsite for a meeting.
8160-10-01	Video Production	EXPENSE	Testimonials and highlights
8165-10-01	Streaming	EXPENSE	Cost associated with streaming the meeting
8170-10-01	Rigging	EXPENSE	Cost associated with rigging meeting expenses
8175-10-01	Electrical	EXPENSE	Cost associated with electrical meeting expenses

	ANNUAL MEETING		
	DIRECTOR OVERSIGHT: JEANNE MALONE		

New Account Code	Account Name	Account Type	Account Description
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4200-10-02	REGISTRATION REVENUE	REVENUE	Registration revenue for both attendees and exhibitors
4210-10-02	EXHIBIT REVENUE	REVENUE	Fees charged for exhibitor space
4220-10-02	SPONSORSHIP REVENUE	REVENUE	Payments received for various sponsorship opportunities
4230-10-02	FOOD & BEVERAGE REVENUE	REVENUE	Fees charged for the breakfast and lunch sessions
4240-10-02	SUBSIDY REVENUE	REVENUE	Payments received from hotel/registration vendor when agreed upon terms have been met
4250-10-02	COMMISSION	REVENUE	Payments received from contracted hotels
4260-10-02	OTHER REVENUE	REVENUE	Unplanned or unique revenue sources. Feed charged for special events, tours, etc.

8000-10-02	COMMITTEES	EXPENSE	This includes all expenses related to the PGA, except for F&B. It does not include the PDC.
8005-10-02	PROGRAM DEVELOPMENT COMMITTEE	EXPENSE	Program development committee expenses
8010-10-02	SPEAKER HONORARIUM	EXPENSE	Speaker honorarium expenses, including the COT event - This excludes speaker travel
8015-10-02	SPEAKER TRAVEL	EXPENSE	Speaker travel expenses, including the COT event
6140-10-02	LEGAL SERVICES	EXPENSE	Contract review and other legal expenses. This includes speaker and exhibit contracts.
6932-10-02	INSURANCE	EXPENSE	Meeting cancelation insurance costs; shipment insurance
8020-10-02	FOOD & BEVERAGE	EXPENSE	All food and beverage costs, including the receptions, breakfast and lunch events, Quarter Century, Special Guest lunch, staff lunches, PGA/PDC
8025-10-02	ENTERTAINMENT & DÉCOR	EXPENSE	Entertainment and décor for the receptions, COT, Quarter Century etc.

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8030-10-02	MEMBER & SPEAKER GIFTS	EXPENSE	All gifts including member speakers, PGA worker of the day etc.
8035-10-02	REGISTRATION	EXPENSE	All expenses related to registration including total bags and their contents. This also includes credit card processing fees related to the meeting registrations.
8040-10-02	HOUSING	EXPENSE	Fee charged by our vendor to assist with securing hotel reservations for attendees
8045-10-02	EXECUTIVE COMMITTEE	EXPENSE	Expenses related to having the Executive Committee at the Annual Meeting. This includes
8050-10-02	STAFF TRAVEL	EXPENSE	Current year site visits, all costs related to MDRT staff working onsite. Staff lunch for persons working the meeting for the first time.
8055-10-02	MAIN PLATFORM PRODUCTION	EXPENSE	MP Producer, additions and video
8060-10-02	MAIN PLATFORM TELEPROMPTER	EXPENSE	Cost associated with the teleprompter on site and at March rehearsals
8065-10-02	DECORATOR	EXPENSE	Carpet, Flags, Backstage, Teleprompter room, session rooms, room labor, registration & general area, etc.
8070-10-02	AUDIO VISUAL	EXPENSE	Equipment rental and labor
8075-10-02	MISC PROGRAMMING & LOGISTICS	EXPENSE	Connexion Zone Expenses
8080-10-02	MANAGEMENT FEE	EXPENSE	Not used for Annual Meeting
8085-10-02	SPONSORSHIP FULFILLMENT	EXPENSE	Costs associated with fulfilling sponsorship agreements
8090-10-02	PUBLICITY & PRINT COLLATERAL	EXPENSE	Includes website, email design, program book, handout book, etc. and its translation
6130-10-02	POSTAGE	EXPENSE	Postage and mailings
8095-10-02	Security	EXPENSE	Onsite security service
8100-10-02	Transportation	EXPENSE	All transportation needs - shuttles, bussing, rental cars, etc.
8105-10-02	Facility Rental	EXPENSE	Convention Center and other venue rental fees
8110-10-02	Simultaneous Interpretation & Translation	EXPENSE	Cost related to simultaneous interpretation including interpreter travel & translation expenses
8115-10-02	Shipping	EXPENSE	Costs to ship required items to and from the meeting site
8120-10-02	Office Equipment & Supplies	EXPENSE	Phones, boxes, supplies, equipment rental, etc.
8125-10-02	Photography	EXPENSE	Costs associated with meeting photography
8130-10-02	Signage	EXPENSE	Costs associated with meeting signage
8135-10-02	Special Touches	EXPENSE	
8140-10-02	Wi-Fi & Internet	EXPENSE	Costs associated with providing Wi-Fi and internet services through out the meeting.
8145-10-02	Gratuities	EXPENSE	Approved amounts given to key personal
8150-10-02	Exhibits	EXPENSE	Expenses incurred to sell exhibitor space.
8155-10-02	Temp Staff	EXPENSE	Expense related to the temp staff required onsite for a meeting.
8160-10-02	Video Production	EXPENSE	Testimonials and highlights
8165-10-02	Streaming	EXPENSE	Cost associated with streaming the meeting
8170-10-02	Rigging	EXPENSE	Cost associated with rigging meeting expenses
8175-10-02	Electrical	EXPENSE	Cost associated with electrical meeting expenses

	GLOBAL CONFERENCE		
	DIRECTOR OVERSIGHT: JEANNE MALONE		

New Account Code	Account Name	Account Type	Account Description
4200-10-03	REGISTRATION REVENUE	REVENUE	Registration revenue for both attendees and exhibitors
4210-10-03	EXHIBIT REVENUE	REVENUE	Fees charged for the space exhibitors utilize
4220-10-03	SPONSORSHIP REVENUE	REVENUE	Payments received for various sponsorship opportunities
4230-10-03	FOOD & BEVERAGE REVENUE	REVENUE	Not used for Experience Meeting
4240-10-03	SUBSIDY REVENUE	REVENUE	Payments received from hotel/registration vendor when agreed upon terms have been met
4250-10-03	COMMISSION	REVENUE	Payments received from contracted hotels
4260-10-03	OTHER REVENUE	REVENUE	Fees for interpretation services. Unplanned or unique revenue sources.
8000-10-03	COMMITTEES	EXPENSE	This includes all expenses related to the PGA, except for F&B. It does not include the PDC
8005-10-03	PROGRAM DEVELOPMENT COMMITTEE	EXPENSE	Program development committee expenses

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8010-10-03	SPEAKER HONORARIUM	EXPENSE	Speaker honorarium expenses - This excludes speaker travel
8015-10-03	SPEAKER TRAVEL	EXPENSE	Speaker travel expenses
6140-10-03	LEGAL SERVICES	EXPENSE	Contract review and other legal expenses
6932-10-03	INSURANCE	EXPENSE	Meeting cancelation insurance costs
8020-10-03	FOOD & BEVERAGE	EXPENSE	All food and beverage costs, including the Board dinner, golf event, receptions, meeting breaks, etc.
8025-10-03	ENTERTAINMENT & DÉCOR	EXPENSE	Entertainment and décor for receptions, cultural showcase, etc.
8030-10-03	MEMBER & SPEAKER GIFTS	EXPENSE	All gifts including leadership gifts, committee member gifts & special guests, etc.
8035-10-03	REGISTRATION	EXPENSE	All expenses related to registration including total bags and their contents.
8040-10-03	HOUSING	EXPENSE	Fee charged by our vendor to assist with securing hotel reservations for attendees
8045-10-03	EXECUTIVE COMMITTEE	EXPENSE	Not used for the Experience Meeting
8050-10-03	STAFF TRAVEL	EXPENSE	Current year site visits, all costs related to MDRT staff working onsite.
8055-10-03	MAIN PLATFORM PRODUCTION	EXPENSE	General session production, AV rental & vendor site visit
8060-10-03	MAIN PLATFORM TELEPROMPTER	EXPENSE	Cost associated with the teleprompter on site
8065-10-03	DECORATOR	EXPENSE	All space
8070-10-03	AUDIO VISUAL	EXPENSE	Computer, equipment and AV rental and labor at reg, focus sessions and CZ
8075-10-03	MISC PROGRAMMING & LOGISTICS	EXPENSE	Not used for Experience Meeting
8080-10-03	MANAGEMENT FEE	EXPENSE	All MCI fees related to the meeting
8085-10-03	SPONSORSHIP FULFILLMENT	EXPENSE	Costs associated with fulfilling sponsorship agreements
8090-10-03	PUBLICITY & PRINT COLLATERAL	EXPENSE	Includes program book, handout book, etc. and it translation
6130-10-03	POSTAGE	EXPENSE	Not used for Experience Meeting
8095-10-03	Security	EXPENSE	Onsite security service
8100-10-03	Transportation	EXPENSE	Not used for Experience Meeting
8105-10-03	Facility Rental	EXPENSE	Facility rental, compressed air
8110-10-03	Simultaneous Interpretation & Translation	EXPENSE	Cost related to simultaneous interpretation including interpreter travel & translation expenses
8115-10-03	Shipping	EXPENSE	Costs to ship required items to and from the meeting site
8120-10-03	Office Equipment & Supplies	EXPENSE	Meeting control, phones, computers, etc.
8125-10-03	Photography	EXPENSE	Costs associated with meeting photography
8130-10-03	Signage	EXPENSE	Costs associated with meeting signage
8135-10-03	Special Touches	EXPENSE	Not used for the Experience Meeting
8140-10-03	Wi-Fi & Internet	EXPENSE	Registration & Meeting Control
8145-10-03	Gratuities	EXPENSE	Approved amounts given to key personal
8150-10-03	Exhibits	EXPENSE	Not used for the Experience Meeting
8155-10-03	Temp Staff	EXPENSE	Expense related to the temp staff required onsite for a meeting.
8160-10-03	Video Production	EXPENSE	Testimonials and highlights
8165-10-03	Streaming	EXPENSE	Cost associated with streaming the meeting
8170-10-03	Rigging	EXPENSE	Cost associated with rigging meeting expenses
8175-10-03	Electrical	EXPENSE	Cost associated with electrical meeting expenses

	EDGE MEETING		
	DIRECTOR OVERSIGHT: JEANNE MALONE		

New Account Code	Account Name	Account Type	Account Description
4200-10-04	REGISTRATION REVENUE	REVENUE	Registration revenue for both attendees and exhibitors
4210-10-04	EXHIBIT REVENUE	REVENUE	Fees charged for the space exhibitors utilize
4220-10-04	SPONSORSHIP REVENUE	REVENUE	Payments received for various sponsorship opportunities
4230-10-04	FOOD & BEVERAGE REVENUE	REVENUE	Fees charged for meal events
4240-10-04	SUBSIDY REVENUE	REVENUE	Payments received from hotel/registration vendor when agreed upon terms have been met
4250-10-04	COMMISSION	REVENUE	Payments received from contracted hotels
4260-10-04	OTHER REVENUE	REVENUE	Unplanned or unique revenue sources.

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8000-10-04	COMMITTEES	EXPENSE	Edge Advisory Board. This account excludes the Program Development Committee & any food and beverage costs
8005-10-04	PROGRAM DEVELOPMENT COMMITTEE	EXPENSE	Program development committee expenses
8010-10-04	SPEAKER HONORARIUM	EXPENSE	Speaker honorarium expenses - This excludes speaker travel
8015-10-04	SPEAKER TRAVEL	EXPENSE	Speaker travel expenses
6140-10-04	LEGAL SERVICES	EXPENSE	Contract review and other legal expenses
6932-10-04	INSURANCE	EXPENSE	Meeting cancelation insurance costs
8020-10-04	FOOD & BEVERAGE	EXPENSE	All food and beverage costs, including receptions, meeting breaks, etc.
8025-10-04	ENTERTAINMENT & DÉCOR	EXPENSE	Entertainment and décor for all events
8030-10-04	MEMBER & SPEAKER GIFTS	EXPENSE	All gifts including member speakers, member gift at AM, etc.
8035-10-04	REGISTRATION	EXPENSE	All expenses related to registration and onsite vendor support.
8040-10-04	HOUSING	EXPENSE	Fee charged by our vendor to assist with securing hotel reservations for attendees
8045-10-04	EXECUTIVE COMMITTEE	EXPENSE	Not used for the Edge meeting
8050-10-04	STAFF TRAVEL	EXPENSE	Current year site visits.
8055-10-04	MAIN PLATFORM PRODUCTION	EXPENSE	General session production, AV rental
8060-10-04	MAIN PLATFORM TELEPROMPTER	EXPENSE	Cost associated with the teleprompter on site
8065-10-04	DECORATOR	EXPENSE	Exhibit space
8070-10-04	AUDIO VISUAL	EXPENSE	Focus session production and labor
8075-10-04	MISC PROGRAMMING & LOGISTICS	EXPENSE	Not used for the Edge meeting
8080-10-04	MANAGEMENT FEE	EXPENSE	Not used for the Edge meeting
8085-10-04	SPONSORSHIP FULFILLMENT	EXPENSE	Costs associated with fulfilling sponsorship agreements
8090-10-04	PUBLICITY & PRINT COLLATERAL	EXPENSE	Includes website, email design, program book, handout book, etc. and its translation
6130-10-04	POSTAGE	EXPENSE	Postage and mailings
8095-10-04	Security	EXPENSE	Onsite security service
8100-10-04	Transportation	EXPENSE	Staff car, events, etc.
8105-10-04	Facility Rental	EXPENSE	Convention Center and other venue rental fees
8110-10-04	Simultaneous Interpretation & Translation	EXPENSE	Cost related to simultaneous interpretation including interpreter travel & translation expenses
8115-10-04	Shipping	EXPENSE	Costs to ship required items to and from the meeting site
8120-10-04	Office Equipment & Supplies	EXPENSE	Includes computer rentals
8125-10-04	Photography	EXPENSE	Costs associated with meeting photography
8130-10-04	Signage	EXPENSE	Costs associated with meeting signage
8135-10-04	Special Touches	EXPENSE	Airport greeters, bag drops, etc.
8140-10-04	Wi-Fi & Internet	EXPENSE	MT control internet line & Wi-Fi in exhibit area
8145-10-04	Gratuities	EXPENSE	Costs for gratuities given to key hotel staff or others as approved
8150-10-04	Exhibits	EXPENSE	Expenses incurred to sell exhibitor space.
8155-10-04	Temp Staff	EXPENSE	Expense related to the temp staff required onsite for a meeting.
8160-10-04	Video Production	EXPENSE	Testimonials and highlights
8165-10-04	Streaming	EXPENSE	Cost associated with streaming the meeting
8170-10-04	Rigging	EXPENSE	Cost associated with rigging meeting expenses
8175-10-04	Electrical	EXPENSE	Cost associated with electrical meeting expenses
	EMERGING MEDIA		
	DIRECTOR OVERSIGHT: WAYNE SCHMEISER		
New Account Code	Account Name	Account Type	Account Description
6100-13	TEMPORARY STAFFING	EXPENSE	The charges for temporary staff from various MDRT approved agencies are charged to this account

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6110-13	DISCRETIONARY EXPENDITURES	EXPENSE	Expenses related various vendor or staff lunches are charged to this account. Small niceties sent to member leaders or key vendors are also charged to this account. For example a flower arrangement for a family death.
6120-13	STAFF TRAVEL	EXPENSE	Travel costs related to travel on MDRT's behalf, such as attendance at industry meetings.
6130-13	POSTAGE	EXPENSE	Items sent via USPS, UPS, FedEx or other paid courier.
6140-13	LEGAL	EXPENSE	Attorney Fees
6150-13	CONSULTING	EXPENSE	Consultant Services for various initiatives.
6800-13	DESK TOP TECHNOLOGIES	EXPENSE	Equipment upgrades, software upgrades and updates
6500-13	VIDEO CONTENT	EXPENSE	Annual Meeting taping and editing, Digital webinars
6505-13	WEB-SITE HOSTING & MAINTENANCE	EXPENSE	American Eagle, Eblast, translations
6510-13	MOBILE APP	EXPENSE	Mobile Apps related to the meetings
6515-13	RESOURCE ZONE	EXPENSE	Maintenance contract
6520-13	SOCIAL MEDIA	EXPENSE	Social media listening tool & social media items related to the Annual Meeting
6825-13	EQUIPMENT SUPPLIES	EXPENSE	Various items necessary to maintain the archives.
	GLOBAL MARKETS		
	DIRECTOR OVERSIGHT: ERYN CARTER		
New Account Code	Account Name	Account Type	Account Description
6100-14	TEMPORARY STAFFING	EXPENSE	The charges for temporary staff from various MDRT approved agencies are charged to this account
6110-14	DISCRETIONARY EXPENDITURES	EXPENSE	Expenses related various vendor or staff lunches are charged to this account. Small niceties sent to member leaders or key vendors are also charged to this account. For example a flower arrangement for a family death.
6120-14	STAFF TRAVEL	EXPENSE	Travel costs related to travel on MDRT's behalf, such as attendance at industry meetings.
6130-14	POSTAGE	EXPENSE	Items sent via USPS, UPS, FedEx or other paid courier not specifically budgeted for.
6140-14	LEGAL	EXPENSE	Attorney Fees
6150-14	CONSULTING	EXPENSE	Consultant Services for various initiatives.
6160-14	MCC MEETINGS	EXPENSE	Expenses related to planning and attending MCC Meetings.
6600-14	MCC BUDGETS	EXPENSE	Funds available for MCC DVP, Zone and Regional Chairs.
6605-14	MCC EXPENSES	EXPENSE	Business Cards, Conference Calls, LAN Events & other
6610-14	INDUSTRY RELATIONS (HOPS)	EXPENSE	Company year end reports, HOP visits, Special Guests and others
6615-14	MENTORING PROGRAM	EXPENSE	Costs related to the mentoring program including flyers and translation
6620-14	MEMBERSHIP RECRUITMENT & RETENTION	EXPENSE	Membership retention campaigns, membership cards & others
6625-14	AMBASSADORS	EXPENSE	Travel costs related to Ambassador appearances on behalf of MDRT. Ambassador gathering at the Annual Meeting
6630-14	ASIA/PACIFIC OFFICE	EXPENSE	Management & staff fees for the Asia Pacific Office. Asia Connect E-Newsletter
6635-14	INDIA OFFICE	EXPENSE	Management & staff fees for the India Office.
6640-14	CHINA OFFICE	EXPENSE	Management & staff fees for the China Office.
6645-14	LATIN AMERICA OFFICE	EXPENSE	Staff and newsletter fees for Latin America
6650-14	RTT TRANSLATION	EXPENSE	Translation, printing and mailing of RTT in multiple languages
6655-14	GLOBAL MARKETS ACTIVITIES	EXPENSE	Flags, Annual Meeting Office, translation projects, and other items
6660-14	MDRT DAYS	EXPENSE	Support for MDRT Days including venue deposits and speaker fees.
6665-14	SPONSORSHIP PROGRAMS	EXPENSE	Development of global sponsorship programs/offering
	STRATEGIC ENGAGEMENT		
	DIRECTOR OVERSIGHT: PAM BROWN		

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New Account Code	Account Name	Account Type	Account Description
6100-15	TEMPORARY STAFFING	EXPENSE	The charges for temporary staff from various MDRT approved agencies are charged to this account
6110-15	DISCRETIONARY EXPENDITURES	EXPENSE	Expenses related various vendor or staff lunches are charged to this account. Small niceties sent to member leaders or key vendors are also charged to this account. For example a flower arrangement for a family death.
6120-15	STAFF TRAVEL	EXPENSE	Travel costs related to travel on MDRT's behalf, such as attendance at industry meetings.
6130-15	POSTAGE	EXPENSE	Items sent via USPS, UPS, FedEx or other paid courier.
6140-15	LEGAL	EXPENSE	Attorney Fees
6150-15	CONSULTING	EXPENSE	Consultant Services for various initiatives.
6615-15	MENTORING PROGRAM	EXPENSE	Costs related to the mentoring program including flyers and translation
7010-15	COMMITTEE INVITATION & EVALUATION	EXPENSE	Maintenance and upgrades for the invitation and evaluation system

New Account Code	Account Name	Account Type	Account Description
	COMMITTEES		
	DIRECTOR OVERSIGHT: PAM BROWN		
6120-16	STAFF TRAVEL	EXPENSE	Travel costs related to travel on MDRT's behalf, such as attendance at committee meetings.
7100-16	FINANCE COMMITTEE	EXPENSE	Flights, hotel, conference calls & meals for the committee.
7105-16	ETHICS COMMITTEE	EXPENSE	Flights, hotel, conference calls & meals for the committee.
7110-16	MEMBERSHIP QUALIFICATIONS COMMITTEE	EXPENSE	Flights, hotel, conference calls & meals for the committee.
7115-16	COMMITTEE CHAIRS MEETING	EXPENSE	Meeting space, speaker, meal costs & all other expenses related to the Committee Chairs meeting held at the Annual Meeting site.
7120-16	MICRO COMMITTEE	EXPENSE	Cost associated with the micro committee including room rental, meals, staff travel to the location, etc.
7125-16	COMMITTEE MEETINGS - HEADQUARTERS	EXPENSE	Flights, hotel, conference calls & meals for the committee meeting held at the Park Ridge office location
7130-16	COMMITTEE MEETINGS - OFFSITE GLOBAL	EXPENSE	Flights, hotel, conference calls & meals for the committee meeting held at outside of the U.S.
7135-16	COMMITTEE MEETINGS - OFFSITE DOMESTIC	EXPENSE	Flights, hotel, conference calls & meals for the committee meeting held in the U.S. but not at the Park Ridge office location
7140-16	COMMITTEE MEETINGS - LOCAL COMMITTEES	EXPENSE	Flights, hotel, conference calls & meals for the committee meeting held locally. but not at the Park Ridge office location

New Account Code	Account Name	Account Type	Account Description
	PROFESSIONAL DEVELOPMENT		
	DIRECTOR OVERSIGHT: JESS JURASZ		
6100-17	TEMPORARY STAFFING	EXPENSE	The charges for temporary staff from various MDRT approved agencies are charged to this account
6110-17	DISCRETIONARY EXPENDITURES	EXPENSE	Expenses related various vendor or staff lunches are charged to this account. Small niceties sent to member leaders or key vendors are also charged to this account. For example a flower arrangement for a family death.
6120-17	STAFF TRAVEL	EXPENSE	Travel costs related to travel on MDRT's behalf, such as attendance at industry meetings.
6130-17	POSTAGE	EXPENSE	Items sent via USPS, UPS, FedEx or other paid courier.
6140-17	LEGAL	EXPENSE	Attorney Fees
6150-17	CONSULTING	EXPENSE	Consultant Services for various initiatives.
6825-17	EQUIPMENT SUPPLIES	EXPENSE	Supplies specific to Professional Development.

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	MULTI YEAR SPONSORSHIP AGREEMENTS		
	DIRECTOR OVERSIGHT: VARIOUS		
New Account Code	Account Name	Account Type	Account Description
4220-00	MULTI YEAR SPONSORSHIP REVENUE	REVENUE	SPONSORSHIP PAYMENTS RECEIVED THAT ARE NOT EARMARKED FOR THE ANNUAL MEETING OR GLOBAL CONFERENCE.
8085-18	METLIFE ASIA SPONSORSHIP FULFILLMENT	EXPENSE	EXPENSES RELATED TO FULFILLING THE MULTI YEAR SPONSORSHIP AGREEMENT THAT ARE NOT DIRECTLY RELATED TO THE ANNUAL MEETING AND GLOBAL CONFERENCE.
8086-18	AIA SPONSORSHIP FULFILLMENT	EXPENSE	EXPENSES RELATED TO FULFILLING THE MULTI YEAR SPONSORSHIP AGREEMENT THAT ARE NOT DIRECTLY RELATED TO THE ANNUAL MEETING AND GLOBAL CONFERENCE.
8087-18	GRAND PROSPECTS SPONSORSHIP FULFILLMENT	EXPENSE	EXPENSES RELATED TO FULFILLING THE MULTI YEAR SPONSORSHIP AGREEMENT THAT ARE NOT DIRECTLY RELATED TO THE ANNUAL MEETING AND GLOBAL CONFERENCE.
8088-18	MANULIFE SPONSORSHIP FULFILLMENT	EXPENSE	EXPENSES RELATED TO FULFILLING THE MULTI YEAR SPONSORSHIP AGREEMENT THAT ARE NOT DIRECTLY RELATED TO THE ANNUAL MEETING AND GLOBAL CONFERENCE.

	CONTENT DEVELOPMENT		
	DIRECTOR OVERSIGHT: KATIE KEUNEKE		
New Account Code	Account Name	Account Type	Account Description
6100-19	TEMPORARY STAFFING	EXPENSE	The charges for temporary staff from various MDRT approved agencies are charged to this account
6110-19	DISCRETIONARY EXPENDITURES	EXPENSE	Expenses related various vendor or staff lunches are charged to this account. Small niceties sent to member leaders or key vendors are also charged to this account. For example a flower arrangement for a family death.
6120-19	STAFF TRAVEL	EXPENSE	Travel costs related to travel on MDRT's behalf, such as attendance at industry meetings.
6130-19	POSTAGE	EXPENSE	Items sent via USPS, UPS, FedEx or other paid courier.
6140-19	LEGAL	EXPENSE	Attorney Fees
6150-19	CONSULTING	EXPENSE	Consultant Services for various initiatives.
6500-19	VIDEO CONTENT	EXPENSE	20/20 recording at the Annual Meeting, original MDRT Videos and others
7000-19	PROCEEDINGS	EXPENSE	Design, production, translation and mailing of the Annual Meeting proceedings.
7005-19	ROUND THE TABLE PUBLICATION	EXPENSE	Design, printing, mailing of the publication. See Global Markets for costs associated with the translated versions.
6440-19	GRAPHIC DESIGN	EXPENSE	Resource Zone content design
7020-19	CONTENT TRANSLATION	EXPENSE	Resource Zone content translation and video subtitling.
7025-19	IN LANGUAGE CONTENT	EXPENSE	Content developed in the home language other than English
7030-19	POD CAST OUTSOURCING	EXPENSE	Podcast outsourcing expenses
7035-19	BLOG	EXPENSE	Expenses related to the blog.

New Account Code	Account Name	Account Type	Account Description
1500-00	PREPAID EXPENSE	ASSET	Expense to be charged to future years that are not related to a meeting.
1515-00	PREPAID MEETING EXPENSE - ANNUAL MEETING	ASSET	Annual Meeting expenses to be charged to future years.
1520-00	PREPAID MEETING EXPENSE - GLOBAL CONFERENCE	ASSET	Global Conference expenses to be charged to future years.
1525-00	PREPAID MEETING EXPENSE - TOP OF TABLE	ASSET	Top of the Table expenses to be charged to future years.
1530-00	PREPAID MEETING EXPENSE - ALL OTHERS	ASSET	All other meeting expenses to be charged to future years (Edge).

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4550-00-00	Other Income	
4500-00-00	FOUNDATION MANAGEMENT FEE INCOME	
4600-00-00	INTEREST INCOME	
4610-00-00	DIVIDEND INCOME	
4620-00-00	GAIN/LOSS ON SALE OF SECURITIES	
4630-00-00	UNREALIZED PORTFOLIO VALUE	
4640-00-00	INVESTMENT MANAGEMENT FEES	
4650-00-00	BOND PREMIUM AMORTIZATION	