

ID	2016 Business Plan and Budget Template			
1	<b>Purpose:</b> This standardized template is intended to assist you to prepare for and to develop the 2016 Business Planning and Budget for your member units. This standardized template will help us to move toward a more consistent planning process. Submitting the business plan and budget by the due dates using this template is a requirement for being in "Good Standing".			
2	<b>Scope:</b> This standardized Business Plan and Budget template applies to: 1. Technical Communities Council (TCC) 2. Section Affairs Council (SAC) 3. Local Members Communities (LMC's) & Country Counselors 4. Society Committees (SC's)			
3	<b>Compliance:</b> The following are required for the member units to be in compliance and considered in "Good Standing". 1. Submit Business Plan and Budget using these Excel templates by due dates. 2. Submit Financial Reports and Audited Report by due dates 3. Submit Officers & Required Committee Chair Lists by due dates 4. No Unpaid/Non-Members in Officer/Required Committee Chair Positions 5. Meet in-person and/or group calls attendance requirements For Performance Award and Recognition (PAR), please see separate PAR template			
4	<b>Instructions:</b> The instructions to complete the columns of the Business Planning Worksheet are provided in the Blue Text Row #6 of the Business Planning worksheet. The column headings in the sections include comments that offer additional instructions. Hover the mouse over the column headings to view these additional instructions.			
5	<b>ASQ Strategic Plan:</b> This template is intended as a tool to align to the ASQ Strategic Plan, which sets the direction that will allow our society to successfully carry out our mission and move us closer to reaching our vision. Our 2020 goals are that ASQ is recognized as the preeminent society in the world for leadership in advancing quality philosophy and practices. The strategic plan's 6 strategies describe how ASQ intends to achieve the 2020 goals. The key actions, aligned with these strategies, will be prioritized to deliver the overall success. The strategies number is for reference only and not meant to indicate priority.			
6	<b>Planning Guidance:</b> To effectively focus and align resources, it's recommended that: - It's NOT required to align resources to ALL 6 strategies. - Limit to 2 Objectives per Strategy - Limit to 2 Key Actions per Objectives - Limit to 2 Action Plans per Action - Measures are for the Key Actions - Targets are for the Key Actions			
7	<b>Excel Help:</b> - Default paper size for the Business Planning worksheet is 11 x 17" . It can also be printed on 8.5 x 11". - The Priority and Status columns use the drop-down menus - Hit <i>Alt-Enter</i> to start a new line within a cell - Columns M-V are hidden and contains the drop-down list and example			
8	<b>Budget Worksheet:</b> The Budget Worksheet tab is used to enter your revenue & expenses for the upcoming year. This information is calculated into the Member Value vs. General & Administrative split. The PAR Metric for 2016 is to spend a minimum of 70% of total annual revenues on activities identified as adding value to members. The budget worksheet automatically identifies which activities are member value and which are general and administrative.			
9	<b>Submit Templates:</b> Send 2016 Business Planning and Budget to Community Development (communitydevelopment@asq.org) by the dates indicated below:			
10	<b>Preliminary Due Dates:</b> Division Preliminary Business Plan & Budget: November 1, 2015 Section Preliminary Business Plan & Budget: November 1, 2015			
11	<b>Final Due Dates:</b> Division Final Business Plan & Budget: December 15, 2015 Section Final Business Plan & Budget: December 15, 2015			
12	<b>Questions:</b> If you have any questions concerning use of this worksheet, please contact Community Development at CommunityDevelopment@asq.org or Ha.Dao@Emerson.com			



2016 Budget Worksheet											
Account #	Account Name	Classification	G&A	Member Value	Annual Budget	Definitions					
	REVENUE					REVENUE					
4000	MEMBER DUES	G&A	\$300.00		\$300.00	Tracks revenue associated with the rebated portion of members overall dues Based on the board prescribed amount					
4100	RETAIL SALES	MV		\$3.00	\$3.00	Tracks revenue associated with the sale of items not provided with registration or materials for division/section programs, conferences, or courses. Includes revenue for memorabilia, such as mugs, t-shirt, etc.					
4200	ADVERTISING	MV		\$4.00	\$4.00	Tracks revenue associated with the sale of advertising in publications, including newsletters, brochures, website pages, etc.					
4300	REGISTRATIONS	MV		\$5.00	\$5.00	Tracks revenue associated with registration for conference participants.					
4320	DINNER MEETINGS	MV			\$0.00	Tracks revenue associated with fees related to dinner meetings.					
4360	EXHIBITS	MV		\$899.00	\$899.00	Tracks revenue associated with the rental of exhibit space at conferences, courses, meeting, or other events.					
4480	RECERTIFICATION	MV		\$200.00	\$200.00	Tracks revenue associated with rebated portion of members recertification fees.					
4521	EDUCATION/COURSES	MV		\$300.00	\$300.00	Tracks revenue associated with registration for courses.					
4600	CONTRIBUTNS/SPONSORSHPS	MV		\$250.00	\$250.00	Tracks revenue from sponsorships/contributions.					
4871	INTEREST	G&A	\$300.00		\$300.00	Tracks income earned from investments					
4898	RESERVE FUND DISTRIUBUTED	G&A	\$25.00		\$25.00	Tracks "realized" gain/loss associated with ASQ reserve fund.					
4899	RESERVE FUND MARKET VALUE CHANGE	G&A	\$45.00		\$45.00	Tracks "Unrealized" gain/loss associated with ASQ reserve fund.					
[4920,4930]	ROYALTIES	G&A	\$566.00		\$566.00	Tracks revenue associated with royalties for Quality Press publications.					
[4990,4995]	MISCELLANEOUS	G&A	\$38.00		\$38.00	Tracks all other revenue.					
	TOTAL REVENUE				\$2,935.00						
	EXPENSES					EXPENSES					
5000	TEMPORARY HELP	MV		\$300.00	\$300.00	Tracks expenses per conference agreement/contract between ASQ and Division/Section					
5100	PRINTING	G&A & MV	\$33.00	\$44.00	\$77.00	Tracks expenses associated with publishing documents, forms, illustrations, etc. G&A) This expense is tied to leadership business cards, stationary, and general & administrative. MV) This expense is tied to conferences, training, or member value events.					
5200	COST OF SALES	MV		\$50.00	\$50.00	Expenses related to the cost of books.					
5280	PROMOTIONAL GIVE AWAYS	G&A & MV	\$390.00	\$56.00	\$446.00	Tracks expenses associated with items provided to members, guests, etc. to encourage participation in activities. G&A) This includes general section/division promotions. MV) Items included in this classification are associated with conferences, courses, and member value events.					
5300	COMMITTEE EXPENSE -SECTION ONLY	G&A	\$67.00		\$67.00	Expenses related to section committee expense					
5400	POSTAGE	G&A	\$76.00	\$34.00	\$110.00	G&A) Includes general postage (ex. Expense checks) MV) Includes postage related to conferences, courses, and member value events					
5500	CONTRACT & PROFESSIONAL	G&A & MV	\$77.00	\$100.00	\$177.00	Tracks expenses associated with services provided by independent contractors. G&A) This includes CPA and webmaster fees MV) This includes Subject matter experts, Instructor fees, Member value events					
5504	MANAGEMENT OR CUSTODIAL FEE	G&A	\$34.00		\$34.00	Tracks fees charged in association with the ASQ Reserve Fund and ASQ Education/Scholarship accounts.					
5512	CREDIT CARD/BANK SERVICE FEES	G&A	\$56.00		\$56.00	Tracks expenses associated with credit card and bank fees.					
5573	ADVERTISING	G&A & MV	\$7.00	\$5.00	\$12.00	G&A) Tracks advertising expenses associated with general advertising MV) Tracks advertising expenses associated with conferences, courses, and member value events.					
5576	EXPOSITION SERVICES	MV		\$8.00	\$8.00	Track expenses related to exposition services					
5630	EQUIPMENT DEPRECIATION	G&A	\$78.00		\$78.00	Tracks expenses associated with monthly depreciation of high value equipment. Must correspond to depreciation accumulated in account 1880					
5650	EQUIPMENT PURCHASES<\$500	G&A	\$67.00		\$67.00	Tracks expenses associated with low value equipment and should not be depreciated					
5675	EQUIPMENT RENTALS	MV		\$88.00	\$88.00	Tracks expenses related to equipment rentals for conferences, courses, and member value events.					
5704	EXHIBIT BOOTH RENT	MV		\$98.00	\$98.00	Expenses related to exhibit booth rental.					
5800	MEETINGS & MEALS	G&A & MV	\$67.00	\$77.00	\$144.00	G&A) Meetings and meals for strategic planning, leadership team meetings, general & administrative MV) Meetings and meals for conferences, events, and member value activities.					
5900	TRAVEL	G&A & MV	\$99.00	\$89.00	\$188.00	G&A) Includes travel, lodging, and transportation for strategic planning and leadership team meetings. MV) Includes travel, lodging, and transportation for expert/speaker/instructor travel to events.					
6000	SUPPLIES	G&A & MV	\$89.00	\$120.00	\$209.00	G&A) Tracks expenses associated with office supplies and other general supplies. MV) Tracks supplies expenses associated with conferences, training, and member value events.					
6100	TELEPHONE	G&A	\$34.00		\$34.00	Tracks expenses associated with telephone and conference calls.					
6100	WEBSITE HOSTING/INTERNET FEES	G&A	\$34.00		\$34.00	Tracks expenses associated with website hosting (server) and internet fees.					
6200	JOINT VENTURES/PARTNER PAYMENT	MV		\$45.00	\$45.00	Tracks expenses associated with payments to partners, including other divisions or sections, of joint conferences, courses, or other events.					
6310	AWARDS AND MEDALS	G&A	\$45.00		\$45.00	Tracks expenses associated with monetary recognition awards.					
6328	SCHOLARSHIPS	MV		\$45.00	\$45.00	Tracks expenses associated with distribution of scholarships/grants.					
6371	RETAIL ORDERS	MV		\$45.00	\$45.00	Expenses related to book orders.					
6393	DONATION/SPONSORSHIP	MV		\$45.00	\$45.00	Tracks expenses associated with donations made to other organizations or sponsorship of other organizations programs/events.					
6390	OTHER	G&A	\$45.00		\$45.00	All other expenses					
	FUTURE EVENT RESERVE	MV		\$34.00	\$34.00	Reserve for future events (ex. Conferences that take place every other year)					
	TOTAL EXPENSES		\$1,298.00	\$1,283.00	\$2,581.00						
	SURPLUS (DEFICIT)				\$354.00						
	PAR Ratio*				49.7%	*PAR Ratio = Total Member Value Expenses / Total Revenue					