

AMERICAN SOCIETY FOR QUALITY - Budget Worksheet

Account #	Account Name	Classification	Annual Budget	ASQ Definition
REVENUE				
4000	MEMBER DUES	G&A	8,303.75	Tracks revenue associated with the rebated portion of members overall dues Based on the board prescribed amount
4100	RETAIL SALES	Member Value		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	Member Value		Tracks revenue associated with the sale of advertising in publications, including newsletters, brochures, website pages, etc.
4300	REGISTRATIONS	Member Value	5,500.00	Tracks revenue associated with registration for conference participants.
4320	DINNER MEETINGS	Member Value	2,000.00	Tracks revenue associated with fees related to dinner meetings.
4360	EXHIBITS	Member Value		Tracks revenue associated with the rental of exhibit space at conferences, courses, meeting, or other events.
4480	RECERTIFICATION	Member Value	725.00	Tracks revenue associated with rebated portion of members recertification fees.
4521	EDUCATION/COURSES	Member Value	1,200.00	Tracks revenue associated with registration for courses.
4600	CONTRIBUTNS/SPONSORSHPS	Member Value	1,500.00	Tracks revenue from sponsorships/contributions.
4871	INTEREST	G&A	1.00	Tracks income earned from investments
4898	RESERVE FUND DISTRIUBUED	G&A		Tracks "realized" gain/loss associated with ASQ reserve fund.
4899	RESERVE FUND MARKET VALUE CHANGE	G&A		Tracks "Unrealized" gain/loss associated with ASQ reserve fund.
[4920,4930]	ROYALTIES	G&A		Tracks revenue associated with royalties for Quality Press publications.
[4990,4995]	MISCELLANEOUS	G&A		Tracks all other revenue.
TOTAL REVENUE			19,229.75	
EXPENSES				
5000	TEMPORARY HELP	Member Value		Tracks expenses per conference agreement/contract between ASQ and Division/Section Tracks expenses associated with publishing documents, forms, illustrations, etc.
5100	PRINTING - Member Value	Member Value	100.00	This expense is tied to conferences, training, or member value events.
5100	PRINTING - G&A	G&A		Tracks expenses associated with publishing documents, forms, illustrations, etc. This expense is tied to leadership business cards, stationary, and general & administrative.
5200	COST OF SALES	Member Value		Expenses related to the cost of books.
5280	PROMOTIONAL GIVE AWAYS - G&A	G&A		Tracks expenses associated with items provided to members, guests, etc. to encourage participation in activities. This includes general section/division promotions
5280	PROMOTIONAL GIVE AWAYS - Member Value	Member Value	500.00	Tracks expenses associated with items provided to members, guests, etc. to encourage participation in activities.
5300	COMMITTEE EXPENSE - SECTION ONLY	G&A	200.00	Items included in this classification are associated with conferences, courses, and member value events.
5400	POSTAGE - G&A	G&A		Expenses related to section committee expense
5400	POSTAGE - Member Value	Member Value	200.00	Includes general postage (ex. Expense checks) Includes postage related to conferences, courses, and member value events
5500	CONTRACT & PROFESSIONAL - G&A	G&A		Tracks expenses associated with services provided by independent contractors. This includes CPA and webmaster fees
5500	CONTRACT & PROFESSIONAL - Member Value	Member Value	2,000.00	Tracks advertising expenses associated with conferences, courses, and member value events.
5504	MANAGEMENT OR CUSTODIAL FEE	G&A		This includes Subject matter experts, Instructor fees, Member value events
5512	CREDIT CARD/BANK SERVICE FEES	G&A	100.00	Tracks fees charged in association with the ASQ Reserve Fund and ASQ Education/Scholarship accounts Expenses associated with credit card and bank fees.
5573	ADVERTISING - G&A	G&A		Tracks advertising expenses associated with general advertising
5573	ADVERTISING - Member Value	Member Value	500.00	Tracks advertising expenses associated with conferences, courses, and member value events.
5576	EXPOSITION SERVICES	Member Value		Tracks advertising expenses associated with conferences, courses, and member value events.
5630	EQUIPMENT DEPRECIATION	G&A		Tracks expenses associated with monthly depreciation of high value equipment. Must correspond to depreciation accumulated in account 1880
5650	EQUIPMENT PURCHASES<\$500	G&A		Tracks expenses associated with low value equipment and should not be depreciated
5675	EQUIPMENT RENTALS	Member Value		Tracks expenses related to equipment rentals for conferences, courses, and member value events.
5704	EXHIBIT BOOTH RENT	Member Value		Expenses related to exhibit booth rental.
5800	MEETINGS & MEALS - G&A	G&A	1,900.00	Meetings and meals for strategic planning, leadership team meetings, general & administrative
5800	MEETINGS & MEALS - Member Value	Member Value	7,400.00	Meetings and meals for conferences, events, and member value activities
5900	TRAVEL - G&A	G&A	2,000.00	Includes travel, lodging, and transportation for strategic planning and leadership team meetings.
5900	TRAVEL - Member value	Member Value	2,100.00	Includes travel, lodging, and transportation for expert/speaker/instructor travel to events.
6000	SUPPLIES - G&A	G&A		Tracks expenses associated with office supplies and other general supplies.
6000	SUPPLIES - Member value	Member Value	350.00	Tracks supplies expenses associated with conferences, training, and member value events.
6100	TELEPHONE	G&A		Tracks expenses associated with telephone and conference calls.
6100	WEBSITE HOSTING/INTERNET FEES	G&A	500.00	Tracks expenses associated with website hosting (server) and internet fees. Tracks expenses associated with payments to partners, including other divisions or sections, of joint conferences, courses, or other events
6200	JOINT VENTURES/PARTNER PAYMENT	Member Value		Tracks expenses associated with monetary recognition awards.
6310	AWARDS AND MEDALS	G&A		Tracks expenses associated with distribution of scholarships/grants.
6328	SCHOLARSHIPS	Member Value	500.00	Tracks expenses associated with distribution of scholarships/grants.
6371	Retail Orders	Member Value		Expenses related to book orders. Tracks expenses associated with donations made to other organizations or sponsorship of other organizations
6393	DONATION/SPONSORSHIP	Member Value	200.00	programs/events.
6390	OTHER	G&A	900.00	All other expenses
	Future Event Reserve	Member Value		Reserve for future events (ex. Conferences that take place every other year)
TOTAL EXPENSES			19,450.00	
SURPLUS (DEFICIT)			(220.25)	