

2018 Budget Worksheet						
Account #	Account Name	Classification	G&A	Member Value	Annual Budget	Definitions
<b>REVENUE</b>						<b>REVENUE</b>
4000	MEMBER DUES	G&A	\$7,300.00		\$7,300.00	<b>Member Allocations - Based on 400 members (Previous 12 month (\$6,935))</b>
4100	RETAIL SALES	MV			\$0.00	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			\$0.00	Tracks revenue associated with the sale of advertising in publications, including newsletters, brochures, website pages, etc.
4300	REGISTRATIONS	MV	\$1,225.00	\$700.00	\$1,925.00	<b>Webinars = 4 x \$100. Leadership training = \$350 from region + 25 x \$35. Social events = \$300</b>
4320	DINNER MEETINGS	MV		\$2,900.00	\$2,900.00	<b>1 Gen mtg = 0, 7 Gen mtgs x 30 attendees x \$10. Annual dinner = 40 x \$20.</b>
4360	EXHIBITS	MV			\$0.00	Tracks revenue associated with the rental of exhibit space at conferences, courses, meeting, or other events.
4480	RECERTIFICATION	MV		\$728.00	\$728.00	<b>Recertifications - Previous 12 month (actual)</b>
4521	EDUCATION/COURSES	MV		\$8,450.00	\$8,450.00	<b>ACC Royalty \$950 from Certification Chair (estimate) + November education event \$7,500 ( \$150 x 50 attendees).</b>
4600	CONTRIBUTNS/SPONSORSHPS	MV			\$0.00	Tracks revenue from sponsorships/contributions.
4871	INTEREST	G&A	\$2.00		\$2.00	<b>Historical annual average</b>
4898	RESERVE FUND DISTRIUBUTED	G&A		\$2,025.00	\$2,025.00	<b>Reserve in checking to balance budget.</b>
4899	RESERVE FUND MARKET VALUE CHANGE	G&A			\$0.00	Tracks "Unrealized" gain/loss associated with ASQ reserve fund.
[4920,4930]	ROYALTIES	G&A			\$0.00	Tracks revenue associated with royalties for Quality Press publications.
[4990,4995]	MISCELLANEOUS	G&A			\$0.00	Tracks all other revenue.
	<b>TOTAL REVENUE</b>				<b>\$23,330.00</b>	
<b>EXPENSES</b>						<b>EXPENSES</b>
5000	TEMPORARY HELP	MV			\$0.00	Tracks expenses per conference agreement/contract between ASQ and Division/Section
5100	PRINTING	G&A & MV			\$0.00	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		\$600.00	\$600.00	<b>Rebates for renewals (ACC classes)</b>
5280	PROMOTIONAL GIVE AWAYS	G&A & MV		\$160.00	\$160.00	<b>Survey raffle gifts</b>
5300	COMMITTEE EXPENSE -SECTION ONLY	G&A	\$750.00		\$750.00	<b>Instructor materials required by Cert committee (\$500) - member leader gifts and t-shirts (\$250)</b>
5400	POSTAGE	G&A			\$0.00	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			\$0.00	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	\$800.00		\$800.00	<b>Storage and insurance (\$50/month + \$200 for additional equipment)</b>
5512	CREDIT CARD/BANK SERVICE FEES	G&A			\$0.00	Tracks expenses associated with credit card and bank fees.
5573	ADVERTISING	G&A & MV		\$450.00	\$450.00	<b>Publicity estimate (Eventbrite)</b>
5576	EXPOSITION SERVICES	MV			\$0.00	Track expenses related to exposition services
5630	EQUIPMENT DEPRECIATION	G&A			\$0.00	Tracks expenses associated with monthly depreciation of high value equipment. Must correspond to depreciation accumulated in account 1880
5650	EQUIPMENT PURCHASES<\$500	G&A			\$0.00	Tracks expenses associated with low value equipment and should not be depreciated
5675	EQUIPMENT RENTALS	MV			\$0.00	Tracks expenses related to equipment rentals for conferences, courses, and member value events.
5704	EXHIBIT BOOTH RENT	MV			\$0.00	Expenses related to exhibit booth rental.
5800	MEETINGS & MEALS	G&A & MV	\$2,570.00	\$8,500.00	\$11,070.00	<b>Annual Dinner \$3000 + 1 mtg = 0 + 7 mtgs \$500 (\$3500) + Social events and YQP (4 x \$125 = \$500) + Membership (375) + Ldr Training (\$1400) + 9 board mtg \$130 (\$1170) + Webinar Instructor fee (2 x \$100) + webinar S/W (\$175), webinar platform upgrade (\$750)</b>
5900	TRAVEL	G&A & MV	\$1,200.00		\$1,200.00	<b>2 x \$600 for travel to WCOQ</b>
6000	SUPPLIES	G&A & MV			\$0.00	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			\$0.00	Tracks expenses associated with telephone and conference calls.
6100	WEBSITE HOSTING/INTERNET FEES	G&A	\$500.00		\$500.00	<b>Internet committee input (estimate)</b>
6200	JOINT VENTURES/PARTNER PAYMENT	MV			\$0.00	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		\$300.00	\$300.00	<b>Member Ldr Excellence awards and testimonial awards per Vice (2 ea at \$75 x 2 = \$300)</b>
6328	SCHOLARSHIPS	MV			\$0.00	Tracks expenses associated with distribution of scholarships/grants.
6371	RETAIL ORDERS	MV			\$0.00	Expenses related to book orders.
6393	DONATION/SPONSORSHIP	MV			\$0.00	Tracks expenses associated with donations made to other organizations or sponsorship of other organizations programs/events.
6390	OTHER	G&A			\$0.00	All other expenses
	FUTURE EVENT RESERVE	MV		\$7,500.00	\$7,500.00	<b>Reserve for future events (ex. Conferences that take place every other year)</b>
	<b>TOTAL EXPENSES</b>		<b>\$5,820.00</b>	<b>\$17,510.00</b>	<b>\$23,330.00</b>	
	<b>SURPLUS (DEFICIT)</b>				<b>\$0.00</b>	
	<b>PAR Ratio*</b>				<b>75.1%</b>	*PAR Ratio = Total Member Value Expenses / Total Revenue