ID	2016 Business Plan and Budget Template		
1	Purpose: 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	Scope: 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	 Compliance: 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	Instructions: 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	ASQ Strategic Plan: This template is intended as a tool to align to the ASQ Strategic Plan, which sets the direction that will allow our society to sucessfully 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	Planning Guidance: 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	Excel Help: - 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	Budget Worksheet: 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	Submit Templates: Send 2016 Business Planning and Budget to Community Development (communitydevelopment@asq.org) by the dates indicated below:		
10	Preliminary Due Dates: Division Preliminary Business Plan & Budget: November 1, 2015 Section Preliminary Business Plan & Budget: November 1, 2015		
11	<u>Final Due Dates</u> : Division Final Business Plan & Budget: December 15, 2015 Section Final Business Plan & Budget: December 15, 2015		
12	Questions: If you have any questions concerning use of this worksheet, please contact Community Development at CommunityDevelopment@asq.org or Ha.Dao@Emerson.com		

		2016 Business	s Plan fo	r:						Review Date:	
ASQ Strate	gic	Objectives:		1. Accelerate	Growth 2. Increase	e Impact	3. Achieve	Operat	ional Excellence	Form Revision Date:	September 3, 201
ASQ Strategies	ID	2016 Objectives	Priority (L-M-H)	Action Descriptions	Action Plans	Owner (or Role)	Due Dates	Status (G-Y-R)	Progress/ Comments	Measures	Targets
What ASQ must do to achieve growth, impact & operational excellence.	ID	Enter the Member Unit (MU) objective for 2016.	Enter a priority		Describe in details the specific action plans to carry out the key actions.	Identify the action owner (or the role if not known).	Enter the due dates for the actions.			What are the measures for this action? Use SMART.	What are the targets for this action? Use SMAR [*] criteria.
1. Global Expansion: Leverage the ASQ brand to increase market share	1	Improve Retention and Growth of the Section		Ensure all members are	1. Conduct information sessions on benefits 2. Communicate benefits through multiple channels						
worldwide, emphasizing growth in current and new ASQ markets.	2				1. Utilize the ASQ National survey and						
2. Membership Transformation: Serve the needs of ndividuals around the world to ensure their professional success through membership, products, and		Provide Section membership with information and training they need to be successful		Provide clinic, seminars, and education programs that meet the needs of the section members	1. Utilize the ASQ National survey and Section surveys to understand the needs, 2. Develop section programs to meet the needs of the membership						
services.	4										
3. Growing Organizations:	5	Be recognized by local organizations as a source of training,		connect with local	1. Appoint a committee chair 2. Develop a list of local organizations and contacts 3. Establsih a plan to connect with each organization and provide inforamtion, 3. Communicate section activities to key contacts in each organization						
Serve the needs of organizations around the world providing quality solutions to increase impact through membership, products, and services.		development, and certification of their emplyees in the area of quality									
	6										
4. QBOK Leadership: Design and develop relevant, innovative	7	Utilize the QBOK as a guide for section programs and activities		Establish a process to ensure that all section members are aware of the QBOK and utilize the information in the roles	1. Link Section Programs to the QBOK by showing how the activities relate back to the QBOK. 2. Establsih QBOK discussion groups using various forums (linkein, facebook, twitter, section network session)						
offerings that directly influence how our customers practice quality.	8										
5. Operational Excellence: Empower employees, collaborate with	9	Ensure the section operating practices run effectively and focus on member needs		Develop a section policy and procedures (P&P)	1. Research exisitance of P&P's that other sections may have that will provide a starting point. 2. Section LC review examples of P&P's to determine ones that can be used for section. 3. Create a P&P manual						
member leaders and design and deploy reliable systems with technology that provide an exceptional customer experience.	10										
				Establish a forum for local	1. Lear from the Charoltee Section on how they connect local businesses, 2. Establsih a committee to develop a						
6. Gift of Quality: Enhance the ASQ brand by supporting the use of quality to make the world a better place.	11	Support local organizations and section memebrs in the use of quality to improve their products and services		organizations to share ideas and thoughts	Establsih a committee to develop a local program						
	12										

2016	Budget Worl	ksheet						
Account # Account Name	Classification	G&A	Member Value	Annual Budget	Definitions			
REVENUE					REVENUE			
4000 MEMBER DUES	G&A	\$300.00)		Tracks revenue associated with the rebated portion of members overall dues Based on the board prescribed amount			
4100 RETAIL SALES	MV	\$000.00	\$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		Tracks revenue associated with registration for conference participants.			
4320 DINNER MEETINGS	MV				Tracks revenue associated with fees related to dinner meetings.			
4360 EXHIBITS	MV		\$899.00		Tracks revenue associated with the rental of exhibit space at conferences, courses, meeting, or other events.			
4480 RECERTIFICATION	MV	,	\$200.00		Tracks revenue associated with rebated portion of members recertification fees.			
	MV MV		\$300.00 \$250.00		Tracks revenue associated with registration for courses.	_		
4600 CONTRIBUTNS/SPONSORSHPS 4871 INTEREST	MV G&A	\$300.00			Tracks revenue from sponsorships/contributions. Tracks income earned from investments			
4898 RESERVE FUND DISTRIUBUTED	G&A G&A	\$25.00			Tracks licedle gain/loss associated with ASQ reserve fund.			
4899 RESERVE FUND MARKET VALUE CHANGE	G&A	\$45.00			Tracks "Unrealized" gain/loss associated with ASQ reserve fund.			
[4920,4930] ROYALTIES	G&A	\$566.00			Tracks revenue associated with royalties for Quality Press publications.			
[4990,4995] MISCELLANEOUS	G&A	\$38.00)	\$38.00	Tracks all other revenue.			
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TOTAL REVENUE				\$2,935.00				
EXPENSES					EXPENSES			
5000 TEMPORARY HELP	MV		\$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.			
					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		¢200.00	\$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)		Expenses related to section committee expense			
5400 POSTAGE	G&A	\$76.00			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			
5504MANAGEMENT OR CUSTODIAL FEE5512CREDIT CARD/BANK SERVICE FEES	G&A G&A	\$34.00			Tracks fees charged in association with the ASQ Reserve Fund and ASQ Education/Scholarship accounts.	_		
5512CREDIT CARD/BANK SERVICE FEES5573ADVERTISING	G&A & MV	\$56.00 \$7.00			Tracks expenses associated with credit card and bank fees. G&A) Tracks advertising expenses associated with general advertising			
		ψ1.00	φ5.00	φ12.00	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			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			Tracks expenses associated with low value equipment and should not be depreciated			
5675 EQUIPMENT RENTALS	MV MV		\$88.00		Tracks expenses related to equipment rentals for conferences, courses, and member value events.	_		
5704 EXHIBIT BOOTH RENT 5800 MEETINGS & MEALS	MV G&A & MV	\$67.00	\$98.00 \$77.00	· · · · · · · · · · · · · · · · · · ·	Expenses related to exhibit booth rental.	-		
5800 MEETINGS & MEALS	Gan a IVIV	\$67.00	\$77.00	۵144.00	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		\$99.00	\$89.00		G&A) Includes travel, lodging, and transportation for strategic planning and leadership team meetings.			
		\$00.00	\$00.00	\$100.00	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.			
	G&A	\$34.00			Tracks expenses associated with telephone and conference calls.			
6100 WEBSITE HOSTING/INTERNET FEES	G&A	\$34.00			Tracks expenses associated with website hosting (server) and internet fees.			
6200 JOINT VENTURES/PARTNER PAYMENT 6310 AWARDS AND MEDALS	MV G&A	\$45.00	\$45.00		Tracks expenses associated with payments to partners, including other divisions or sections, of joint conferences, courses, or other events. Tracks expenses associated with monetary recognition awards.	-		
6328 SCHOLARSHIPS	MV	φ43.00	\$45.00		Tracks expenses associated with honetary recognition awards. Tracks expenses associated with distribution of scholarships/grants.			
6371 RETAIL ORDERS	MV		\$45.00		Expenses related to book orders.			
6393 DONATION/SPONSORSHIP	MV		\$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)			
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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			