

ASQ SECTION 0511
DRAFT BOARD AGENDA
9 April 2014

Location: Herndon Amphora
Attendees: Under separate cover

1. Call to Order/Statement of Quorum -
 - a. If secretary not present: Bill, John, Robert
2. Reading & Approval of Minutes -
3. Officer Reports/Announcements
 - a. Chair (Melissa Butler) -
 - b. Chair Elect (John Mullins) -
 - c. Treasurer (Leslie Braun) - See Attachment A
 - d. Secretary (TBD) -
4. Prior Action Items/Old Business
 - a. Education - Membership survey to go out the week of TBD?
 - b. Lawrence B. Wilkins scholarship fund - Greg Monaco, Paul Mills, Andrew Watson and Sara McAlphine
 - c. Treasurer-Elect & Secretary candidate
5. New Business
 - a. Round table meetings:
 - i. We asked everyone in the room to introduce themselves, tell us how they perform knowledge management at their organization, and share any lessons learned or thoughts they may have on the topic.
 - b. Audit Committee Recommendations - See Attachment B
 - c. Procedures for Treasurer Activities - Attachment C
 - d. ASQ0511 Chart of ACCOUNTS - Attachment D
6. Committee Reports/Announcements:
 - a. Arrangements - Marie Rondot
 - i. Report for April - We have 6 dinner and 3 program only
 - ii. April 9th at Herndon Amphora: Gerard Dache
 - iii. April 12, Chantilly, Board Vision meeting
 1. Treasurer / Audit findings - see above
 2. Dinner Expenses; Homework for everyone: Think of at least one place where we could meet at a low cost
 3. Different meeting formats (see below)
 4. Volunteers to test virtual training sites
 - iv. May 14th at Vienna Amphora: TBD
 - v. June 11th at Herndon Amphora, Robert Orkin: Design & Constructing Division of ASQ
 - b. Audit - Paul Mills: Still working on narrowing down the discrepancies in the annual report.
 - c. Education - Gregg Monaco
 - d. Finance - Jeff Parnes/Mike Coleman
 - e. Historian - Rick Wells
 - f. Lean Six Sigma SIG Chair - Sion Weaver
 - g. Membership - Bill
 - h. Newsletter/Publicity - Christine Kurowski
 - i. Nominating - Jeff Parnes

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- j. Placements - Sion Weaver
- k. Proctor - Muzaffar Zaffar
- l. Programs - John Mullins -
- m. Recertification - Robert Zimman
- n. Quality Management Plan - John Mullins
- o. Voice of the Customer - Bob Orkin
- p. Volunteer Opportunities - Christine Kurowski
- q. Webmaster/Electronic Media - Jeff Parnes

7. Adjournment

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Balance Sheet:

	Mar 31, 14
ASSETS	
Current Assets	
Checking/Savings	
TD Bank	21,056.9 9
Total Checking/ Savings	21,056.9 9
Total Current Assets	21,056.9 9
TOTAL ASSETS	21,056.9 9
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	16,468.4 9
Retained Earnings	5,144.93
Net Income	-556.43
Total Equity	21,056.9 9
TOTAL LIABILITIES & EQUITY	21,056.9 9

Check Detail:

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Type	Date	Num	Name	Memo	Account	Paid Amount
Check	03/13/2014		Amphora Restuarant	401339 AMPHORA	VIENTD Bank	
				401339 AMPHORA	VIENT001.5803 Dinners	-942.32
TOTAL						-942.32
Check	03/13/2014		Jeffrey M Parnes	new laptop and sotware	TD Bank	
				new laptop and sotware	003.5660 Purchases	-652.88
TOTAL						-652.88
Check	03/14/2014	995010DEP	USPS		TD Bank	
					001.5454 Annual Permit Fees	-21.00
TOTAL						-21.00
Check	03/14/2014	995011DEP	U.S. Postal Service		TD Bank	
					001.5454 Annual Permit Fees	-192.00
TOTAL						-192.00

Deposit Details:

Deposit	Type	Date	Account	Amount
Deposit		03/13/2014	TD Bank	220.00
			001.4320 Dinner Meetings	-220.00
TOTAL				-220.00
Deposit		03/14/2014	TD Bank	29.04
			001.4320 Dinner Meetings	-29.04
TOTAL				-29.04
Deposit		03/27/2014	TD Bank	620.50
			001.4000 Membership Dues	-620.50
TOTAL				-620.50
Deposit		03/27/2014	TD Bank	565.75
			001.4000 Membership Dues	-565.75
TOTAL				-565.75

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**AUDIT COMMITTEE REPORT AND RCOMMENDATIONS - Attachment B
ASQ SECTION 0511 ACCOUNTS, FISCAL YEAR 2013**

The Audit Committee chair worked with the Treasurer on March 15 to trace down possible errors in posting to various accounts. Several changes were made, but a final adjustment will be required as there is still a remaining small difference between actual cash in the bank vs. the balance from credit and debit transactions. ASQ HQ has been requested to give us guidance on the appropriate way to make this adjustment.

RECOMMENDATIONS: The following are the Committee's recommendations for Board consideration, after review of the accounts and records.

- 1) Expense reimbursement request forms should be used for each transaction made by an officer, especially credit card charges. These should be submitted to the treasurer to verify the charge and file the information. The bank statements lack detail to always assign the transactions to the correct accounts, plus this will build accountability and make the expenses more transparent.
- 2) For each account number, there should be a detailed description of what is contained in that account. This will help avoid posting to incorrect or inconsistent accounts. For example, Supplies, Miscellaneous, Cost of Sales, and Partnership Payments.
- 3) Prepare and use a budget so that monthly receipts and expenditures can be compared to expected income and outgo. This will also provide a monthly check by everyone on the Board to track their own committee's/board positions' responsibilities and plans.
- 4) Because the Alfresco website has not always been accessible to the Board members and the Audit Committee members, identify and use a better system for posting and sharing financial information.

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- 5) Have quarterly meetings with Treasurer and the Audit Committee to check progress on documenting, posting, tracking against budget, etc. so if there are any issues, they will be detected early and dealt with quickly.
- 6) Get back the Section credit card from Roberta Pek, and make sure the other officers who are authorized to hold Section credit cards pick them up at TD Bank, and dispose of old ones.
- 7) Make PDFs for posting forms, expenses, receipts and statements to Alfresco or an alternative so there are clear records of what was spent, by whom, for what purpose and account.
- 8) Have only 1 person (the Treasurer) pay for restaurant meals, if possible.

Procedures for Treasurer Activities - Attachment C

Meeting Attendance Reconciliation

- Obtain monthly meeting registration list from the arrangements chair, no later than Tuesday before the Wednesday monthly dinner meeting. Print and bring to meeting (usually sent via email by on Tuesday the week of the meeting).
- **At the meeting:** 1. Register guests using either credit card (Intuit), cash, check or pre-pay option (PayPal). 2. New additions, those that were not preregistered for the meeting, need to be added to the bottom of the list and charged extra. Those who attend the presentation only are not currently charged a fee. *(I think there should be at least a nominal fee for the program, as we have to cover room charges, and make it seem worthwhile for members and guests to attend.)*
- **After the meeting:** 1. Update the excel spreadsheet (hand written obtained from meeting) to the master list. 2. Email the updated master attendance list to the Board members when completed. Rectify the count to show that the headcount present matched the reservations and walk-in totals. We should know at meetings end what the profit/loss was for the dinner.

Cash, check, credit card and prepay Posting

- After each meeting, if cash or checks are received: prepare deposit slip and make counter deposit of cash and checks to ASQ 0511 TDD bank account.
- Go to Inuit website and obtain report of activity including service fees. Password and User ID is available to the treasurer. <https://merchantcenter.intuit.com/msc/portal/login?offering=qbms>

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- Go to PayPal website and obtain report of activity. <https://history.paypal.com/us/home>. Sweep the account and have the money in the PayPal account sent electronically to ASQ checking account. Password and User ID is available to the treasurer.
- Post Payments to quick books - entered as deposits. Post dinner meetings to 1.4320 in quick books.
- The payment for the dinner should be posted as a check to the quick book account 1.5803 which is for the cost of the dinner meeting.

Monthly Reports:

Prior to the board meeting in order to prepare the monthly treasurer reports

1. Print the TD bank statement. The TD statement can be printed from the online from the TD account. <https://onlinebanking.tdbank.com/>. This account has a protected user ID and password and that information is available to the Treasurer NS Treasurer to be.
2. Generate the monthly treasurer reports from QuickBooks. QuickBooks must be loaded on your computer and it is password protected for the treasurer. A CD to install Quick books is available to the treasurer and the id for the software,. The monthly report will include a Balance Sheet and Income/Expense Report. It should also contain columns that allow comparison of revenues and expenses against monthly and year to date budgeted figures.
3. In Quick Books, to create reports, go to res ports; memorialized reports. Create balance sheet, deposit detail and check detail. Create as an Excel file, save and also save the reports as pdf files and send them to the Board members by email prior to the monthly meeting.

Quarterly Reports

1. Post the bank balance on the ASQ National website. Emails are received via ASQ Friday Fast Facts. https://asq.org/SignIn.aspx?prvurl=http://asq.org/members/leaders/weekly-minimum-requirements-report-divisions.xls?WT.dcsvid=ODMwNDk2ODMyNDMS1&WT.mc_id=. Treasurer logs in with their email address and password for ASQ.

Annual Report

1. Generate Annual report using ASQ format. Post on ASQ National website by February 15. Prior to posting ASQ audit committee will audit the report in January and will sign off on the report and provide the Audit Certificate before it can be posted to ASQ HQ for approval.
2. Submit completed 10-99 forms for anyone that the section paid to teach a course. This is sent to ASQ National, due the following January after the close of the previous year.

All activities take approximately 3 hours per month.

Roberta Pek/Leslie Braun -Sept 3, 2013/December 12, 2013/March 2014

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ASQ0511 Chart of ACCOUNTS - Attachment D

March 25, 2014

TYPE	ACCOUNT NUMBER	DESCRIPTION
INCOME	1.4320	Dinner meetings
INCOME	1.4000	Memberships dues from ASQ National
INCOME	1.4430	Education course revenue
INCOME	1.4480	Recertification income from ASQ National
INCOME	1.4871	Bank interest
INCOME	1.4995	Miscellaneous income *used to adjust bank statement and quick books when you cannot identify the exact reason for the difference in the balance. Used if have 2 bank accounts and are transferring funds from one to the other.

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INCOME	1.4601	Income received from donations/contributions to scholarship funds.
EXPENSE	1.5100	Cost of printing (banners, posters, newsletter postcards, special certificates, surveys for meetings, etc.)
EXPENSE	1.5551	Payment to instructors (teaching CQA, six sigma, etc. any courses offered from ASQ0511- instructor fees)
EXPENSE	1.5405	postage
EXPENSE	1.5454 Annual Permit Fees	Fees for PO box
EXPENSE	1.5803	Cost of Dinner meetings (meetings and meals - includes room charges, as well as food , beverages, and gratuities.)
EXPENSE	1.5903	Refund of meal /dinner meetings
EXPENSE	1.6000	Web hosting
EXPENSE	1.6311	Awards/gifts (other - awards, scholarships)
EXPENSE	1.6995	Used to document the withdrawal of funds that are transferred to another account.

1. These codes are in quick books and are used for entering any transactions by the Treasurer (deposits/checks).
2. These accounts are used by ASQ National in the Annual Report which is completed by the treasurer and submitted annually by February 15, after the previously year ends.
3. These accounts are utilized by the balance sheet, deposit and checks reports that the treasurer generates on a monthly basis to report on the status of the finances.