



**OPERATING
AND
FINANCIAL PLAN
2010-2011**

Foreword

This document is designed to provide you with a single development document for your area of responsibility. As always, we appreciate any comments or suggestions you may have related to this process. Please provide those comments/suggestions to the incoming Chapter President.

Thank you for your commitment of time, talent and energy in the coming year.

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Instructions

Development and use of the operating plan occurs in four phases:

1. Review and discussion of the operating plan process. Each officer will need to:
 - Extract the content related to your area of responsibility from this document (which reflect prior year's content).
 - Review your operating plan. Sharing ideas with your predecessor (if applicable) and other members of the Chapter Executive Committee (CEC) during the development process is strongly encouraged.
 - Modify your operating plan and return it to the Chapter President. This process requires, at a minimum, that you:
 - **Identify your committee members and anticipated meeting schedule.** (Annually, quarterly, two weeks prior to CEC, etc.)
 - **Identify Priorities:** List the priorities for your areas of responsibility for the year. Include for each priority the alignment with Strategic Plan and Major Objectives, timeframes, and responsible person(s).
 - **Plan Details:** List any plan details that are available and you want to share with other officers and the CEC. For example, the Education and Programs, Community Service and Early Careers Committees may want to share information about their planned events here.

- **Needs:** Discuss anything that your committee needs, in addition to your budget request, from other officers or the CEC in order to meet your goals.
- **Describe metrics for measuring progress.** Measuring Progress: Show how progress will be measured, including performance measures and references to the Chapter's Strategic Plan of National's Chapter Recognition Program (CRP). Indicate how performance will be measured, including key performance indicators identified in the Chapter's Strategic Plan (<http://www.aganycap.com/governance.asp>) and Chapter Recognition Program (<https://members.agacgfm.org/scriptcontent/membersonly/chapter.cfm>) Be sure that each performance indicator is measurable and realistic.
- **Develop preliminary budget estimates** using the prior year's budget and financial results.

For your convenience, hyperlinks are to these definitions and strategic plans are provided throughout this document.

2. Officer's meeting at the end of June to discuss/finalize plans. The Chapter President will distribute the consolidate documents to all officers for comment by mid-July and to the entire CEC in advance of the August CEC meeting.
3. CEC reviews, modifies and adopts Operating Plan/Budgets at the August CEC.

Webmaster posts plans in the governance area of the chapter website. The Chapter President provides all operational plans and budgets published to AGA National and Chapter membership by the end of August.

4. Officers provide status reports to the CEC by October 31, January 31 and April 30 for discussion at the November, February and May CEC meetings. The Treasurer and officers should be prepared to discuss significant budget variances as they arise (+/- 10% where variance is in excess of \$100), but no less than bi-monthly). For negative variances, the Budget & Finance Committee and appropriate officer should evaluate whether remediate action should be taken; identify alternative actions (if applicable); and be prepared to make recommendations to the CEC at the next scheduled meeting.

AUDIT COMMITTEE

2010-2011

Vice-President/Officer:	Rick Sturm
First Alternate:	TBD
Committee Members:	TBD

<u>PRIORITIES FOR THE YEAR</u>			
Priority	Alignment with SP (Yes/No)	Target Completion Date	Person Responsible
1. Address auditor concerns	N/A	August/September 2010	Committee & B&F Committee
2. Present review report to CEC and discuss results	N/A	October 2010 CEC	Committee
3. Present management and internal control reports to CEC and discuss results	N/A	October/November 2010 CEC	Committee
4. Address review findings and present to CEC	N/A	October to January 2010-2011	Committee & B&F Committee
5. Hire auditor	N/A	March to May 2011	Committee
6. Address ongoing findings	N/A	Ongoing	Committee & Treasurer

PLAN DETAILS

Details	Timing	Person Responsible
N/A	N/A	N/A

NEEDS

Needs	Timing	Person Responsible
Involvement of the Budget & Finance Committee and the Treasurer	During audit resolutions	Committee
CEC discussion and decision on if financial statement review is sufficient or if audit or agreed upon procedures is more appropriate	October 10 – January 11	CEC
Audit Costs (approx. \$350 for '09-'10); see Governance Budget	September 10	Committee
An available person to conduct the Chapter financial audit/review	Begin looking for person in April	Committee

MEASURING PERFORMANCE

Performance Indicator	Reference to SP or CRP
2009-2010 review of financial statements completed by September 30, 2010	CRP

AUDIT COMMITTEE

			Actual 2009/10	Adopted Budget 2009/10	\$ Over/(Under) Budget 2009/10	Proposed Budget 2010/11	△ Budgeted Net Income 2009/10 - 2010/11
INCOME							
		Interest Revenue					
		Misc Income					
		Other Revenue					
		Program Revenue					
		Prepayment Discount					
		Program Revenue - Other					
		Total Program Revenue					
		Sponsorship Revenue					
		TCTC Revenue					
TOTAL INCOME							
EXPENSE							
		A/R Write Off					
		Awards					
		CC Trans Fees					
		Chapter Development					
		Donations					
		Facilities					
		Food					
		Gifts					
		Miscellaneous					
		Parking					
		Postage					
		Printing					
		Prizes					
		Software					
		Speakers					
		Supplies					
		TCTC					
		Website					
TOTAL EXPENSE							
NET INCOME (LOSS)							

AWARDS AND RECOGNITION

2010-2011

Vice-President/Officer:	Amanda Zibella
First Alternate:	Brian Gee
Committee Members:	Shelly Taleporos, Thalia Melendez, Ann Marsh, Mike Abbott, Ray Harris

PRIORITIES FOR THE YEAR

Priority	Alignment with SP	Target Completion	Person Responsible
Form an awards and recognition committee	Yes	Aug. 1, 2010	Amanda Zibella
Develop a schedule of significant dates to prepare for National Awards submissions	Yes	Sept 15, 2010	Amanda Zibella
Develop a plan to market the chapter's Outstanding Achievements in Government Accountability Award	Yes	Oct 15, 2010	Committee/ Amanda Zibella
Develop a plan for continuous recognition of accomplishments	Yes	Oct. 15, 2010	Committee/ Amanda Zibella
Promote & assist in the development of National Awards	Yes	Nov. 30, 2010 & March 31, 2011	Committee/ Amanda Zibella
Coordinate the Chapter Recognition Ceremony	Yes	May 31, 2011	Amanda Zibella

PLAN DETAILS

Details	Timing	Person Responsible
N/A		

NEEDS

Needs	Timing	Person Responsible
Volunteers for the Awards and Recognition Committee	June 2010	Amanda Zibella
Estimated budget needs for the annual awards ceremony – plaques \$1,000, brochures \$20, free lunches \$1,200, Postage \$25.00 Total - \$2,245.	June 2011	Amanda Zibella

Continuous updating of the Chapter Website for an awards/recognition page	Ongoing	Webmaster
A dedicated section of the Chapter newsletter for awards/recognition.	Sept. 2010	Roger Mazula
Contributions for National Award applications	Nov. 2010 & March 2011	CEC Members
Support of the President and CEC for increasing Chapter awards and recognition.	All Year	CEC Members

MEASURING PERFORMANCE

Performance Indicator	Reference to SP or CRP
At least three nominations for National awards.	SP & CRP
A Chapter function to celebrate contributions at least on an annual basis.	SP & CRP
Deliver a Chapter “Outstanding Achievements in Government Accountability” award.	SP & CRP

AWARDS & RECOGNITION

			Actual 2009/10	Adopted Budget 2009/10	\$ Over/(Under) Budget 2009/10	Proposed Budget 2010/11	Δ Budgeted Net Income 2009/10 - 2010/11
INCOME							
		Interest Revenue					
		Misc Income					
		Other Revenue					
		Program Revenue	40	400	(360)	60	(340)
		Prepayment Discount					
		Program Revenue - Other					
		Total Program Revenue	40	400	(360)	60	(340)
		Sponsorship Revenue					
		TCTC Revenue					
		TOTAL INCOME	40	400	(360)	60	(340)
EXPENSE							
		A/R Write Off					
		Awards	1,080.89	800	280.89	1,000	200
		CC Trans Fees					
		Chapter Development					
		Donations					
		Facilities					
		Food	961.52	1400	(438.48)	1,200	(200)
		Gifts					
		Miscellaneous					
		Parking					
		Postage		25	(25)	25	0
		Printing	18.65	100	(81.35)	20	(80)
		Prizes					
		Software					
		Speakers					
		Supplies		100	(100)		(100)
		TCTC					
		Website					
		TOTAL EXPENSE	2,061.06	2,425	(363.94)	2,245	(180)
		NET INCOME (LOSS)	(2,021.06)	(2,025)	3.94	(2,1885)	(160)

BUDGET & FINANCE COMMITTEE

2010-2011

Vice-President/Officer:	Kirk Schanzenbach, Chair
First Alternate:	TBD
Committee Members:	Thalia Melendez, Brian Gee, Scott Ray, and Anthony Calabrese

PRIORITIES FOR THE YEAR			
Priority	Alignment with SP	Target Completion Date	Person Responsible
1. Prepare financial statements for CEC, Committee, and posting to the website at and for the period ended Nov. 30, 2010 (for Jan. 2011 CEC meeting), February 28, 2011 (for April 2011 CEC meeting), and June 30, 2011 (for August 2011 CEC meeting).	Yes/High	Jan. 2011 CEC April 2011 CEC Aug. 2011 CEC	Anthony Calabrese
2. Monitor Chapter financial condition and communicate results to the CEC for discussion for the periods ended Nov. 30, 2010 (for Jan. 2011 CEC meeting), February 28, 2011 (for April 2011 CEC meeting), and June 30, 2011 (for August 2011 CEC meeting).	Yes/High	Jan. 2010 CEC April 2010 CEC Aug. 2010 CEC	Kirk Schanzenbach & Committee
3. Prepare Annual Tax Return	Yes/High	October 2010	Anthony Calabrese
4. Revise Chapter policy on payments to include all payments for CEC review and approval	Yes/High	September 2010 CEC Meeting	Kirk Schanzenbach & Committee
5. Develop basic multiple organization event sponsorship agreement for CEC review and approval.	Yes/High	November 2010 CEC Meeting	Kirk Schanzenbach & Committee
6. Work with CEC to develop the Citizen Centric report for the Chapter	Yes/High		Anthony Calabrese
7. Review policies on Net Assets and Cash and Investments Carryover and Investment, and Budget Development, Adoption and Control and make recommendations to the	Yes/Medium	Feb. & April 2011 CEC Meetings	Kirk Schanzenbach & Committee

CEC for updates			
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PLAN DETAILS

Details	Timing	Person Responsible
N/A	N/A	N/A

NEEDS

Needs	Timing	Person Responsible
Involvement of the President in making initial policy decisions/ recommendations for developing and updating Chapter policies	During Policy Review	Shelly Taleporos

MEASURING PERFORMANCE

Performance Indicator	Reference to SP or CRP
Financial statements and analysis completed and distributed to the CEC for discussion 5 days before the appropriate CEC meeting	CRP
Fund balance/reserves meet goals	SP
Approval of new policies and adoption of updated policies by the CEC (after discussion and modifications)	N/A

BUDGET & FINANCE (OFFICE EXPENSES)

			Actual 2009/10	Adopted Budget 2009/10	\$ Over/(Under) Budget 2009/10	Proposed Budget 2010/11	Δ Budgeted Net Income 2009/10 - 2010/11
INCOME							
		Checking Interest	66.63	50	16.63	50	0
		CD Interest					
		Misc Income					
		Other Revenue					
		Program Revenue					
		Sponsorship					
		TCTC Revenue					
		TOTAL INCOME	66.63	50	16.63	50	0
EXPENSE							
		A/R Write Off	(.31)	0	(.31)	0	0
		Awards					
		CC Trans Fees	359.94	450	(90.06)	450	0
		Chapter Development					
		Donations					
		Facilities					
		Food					
		Bank Fees					
		Miscellaneous					
		Parking					
		Postage	61.60	0	61.60	100	100
		Printing					
		Prizes					
		Software	0	0	0		
		Speakers					
		Supplies	162.24	150	12.24	150	0
		TCTC					
		Website					
		TOTAL EXPENSE	583.47	600	(16.53)	700	100
		NET INCOME (LOSS)	(516.84)	(550)	33.16	(650)	(100)

CERTIFICATION

2010-2011

Vice-President/Officer:	Linda Zinzow
First Alternate:	TBD
Committee Members:	TBD

PRIORITIES FOR THE YEAR

Priority	Alignment with SP (Yes/No)	Target Completion Date	Person Responsible
Designate March as CGFM Month	Yes	March 2011	Committee
Loan of GFM Review Materials	Yes	Ongoing	Linda Zinzow
Coordinate panel discussion of various professional designations.	Yes	February 2011	Linda Zinzow and Committee
Promote the CGFM throughout business community – along with Membership on pursuing individuals for becoming CGFMs.	Yes	Ongoing	Committee/Membership
Encourage CGFM renewal	Yes	March 2011	Committee
Recognize new CGFMs	Yes	June 2011	Linda Zinzow
Establish chapter mentoring program for CGFM	Yes	Ongoing	Committee & Others
Sponsor a CGFM Review course	Yes	TBD	Linda Zinzow

PLAN DETAILS

Details	Timing	Person Responsible
Coordinate panel discussion with AGA, IIA, ISACA, NYSSCPA, and ACFE. Each organization has expressed interest in participating in the fall panel presentation. (Per National, CPEs can be granted for presenters & attendees.)	February 2011	Committee, AGA, IIA, ISACA, NYSSCPA, ACFE
Promote GFM through Study Guides at AGA events. Offer a door prize of Study Guide One and Two during AGA events such as the Certification Panel, TCTC, and One Membership Event.	Ongoing	Linda Zinzow
Promote CGFM at Colleges, Local CPA Firms and Federal Agencies – Coordinate events throughout year with Membership.	Ongoing	Committee
Loan GFM Review Materials –Members may request study guide materials from VP or committee to borrow for one month intervals.	Ongoing	Committee
Encourage CGFM Renewal – Send out CGFM renewal reminders in late summer and early winter.	March 2011	Committee
Recognize new CGFM's - New CGFMs will be recognized in newsletter & June Appreciation luncheon.	June 2011	Linda Zinzow
Establish chapter mentoring program for CGFM – CGFM candidates will be matched with new CGFMs in order to provide support and encouragement. Mentors and mentees are on a voluntary basis	Ongoing	Committee & Others
Develop program to subsidize membership for new CGFMs	Ongoing	Linda Zinzow

Establish internet study group for CGFM exam	Ongoing	Sigrid Coons
NEW - Conduct a CGFM Review Program - Part II – Internal Instruction	TBD	Linda Zinzow

<u>NEEDS</u>		
Needs	Timing	Person Responsible
Door prize of GFM Review Materials at AGA events (\$350) – 4 study guides at \$85 per copy.	Ongoing	Linda Zinzow
Coordinate Panel Discussion - \$200 is approx. AGA's portion of the costs of hosting the event at a local hotel/conference center.	~ February 2011	Linda Zinzow & Committee
Encourage CGFM Renewal – reminder to members of expiration of certification credentials.	Ongoing	Linda Zinzow & Committee
Recognition of new CGFMs	June 2011	Linda Zinzow
Promote CGFM review courses through local instruction – course, food and location costs.	Spring 2011	Linda Zinzow

<u>MEASURING PERFORMANCE</u>	
Performance Indicator	Reference to SP or CRP
Increase the # of individuals who have successfully completed the CGFM examination.	SP
Panel Discussion <ul style="list-style-type: none"> • 50 or more attendees. 	CRP
Loan CGFM Review Materials <ul style="list-style-type: none"> • 2 requests • Materials continuously on loan 	Neither
Promote CGFM throughout community	CRP
Encourage CGFM renewal - 75% retention of CGFMs	CRP
Coordinate CGFM review courses through local instructors	CRP

CERTIFICATION

			Actual 2009/10	Adopted Budget 2009/10	\$ Over/(Under) Budget 2009/10	Proposed Budget 2010/11	△ Budgeted Net Income 2009/10 - 2010/11
INCOME							
		Checking Interest					
		CD Interest					
		Misc Income					
		Other Revenue					
		Program Revenue	2950	1000		1500	500
		Cosponsor Share	467	300	167	450	150
		Sales to Members	150		150		
		Total Program Revenue	3567	1300	2267	1950	650
		Sponsorship Revenue					
		TCTC Revenue					
		TOTAL INCOME	3567	1300	2267	1950	650
EXPENSE							
		A/R Write Off					
		Awards	58	150	(92)	75	(75)
		CC Trans Fees					
		Development				270	270
		Donations					
		Facilities					
		Food	839	875	(37)	800	(75)
		Gifts					
		Miscellaneous					
		Parking					
		Postage					
		Printing	0	300	(300)	150	(150)
		Prizes					
		Software					
		Speakers					
		Supplies	2250	1200	1050	1200	0
		TCTC					
		Website					
		TOTAL EXPENSE	3147	2525	622	2495	(30)
		NET INCOME (LOSS)	420	(1225)	1645	(545)	680

COMMUNICATION

2010-2011

Vice-President/Officer:	Roger Mazula
First Alternate:	Laura Brown
Committee Members:	Laura Brown, Deanna Franklin

PRIORITIES FOR THE YEAR

Priority	Alignment with SP (Yes/No)	Target Completion Date	Person Responsible
Prepare and distribute newsletters for Chapter Members. This is done through electronic copy posted on the Chapter's Internet website; members are notified through e-mail of its availability. There should be at least five newsletters during the program year and more often if circumstances require. Members without Internet access can request a hard copy that will be mailed to them.	Yes	Ongoing	Roger Mazula
Maintain the Chapter's Internet website and keep the information current and relevant.	Yes	Ongoing	Laura Brown
Maintain current e-mail addresses for all Chapter members. Develop an e-mail list of other interested parties. Send Chapter information e-mails using Constant Contact announcing major programs and events.	Yes	Ongoing	Deanna Franklin
Provide services to other CEC Vice Presidents who need to communicate with members and others.	Yes	Ongoing	Roger Mazula, Laura Brown, Deanna Franklin

PLAN DETAILS

Details	Timing	Person Responsible
The newsletter should be prepared and available to members timely, at a frequency to announce major Chapter programs and events. The newsletter will be available electronically on the Chapter's website; members without Internet access may request a mailed copy. This will eliminate the need to budget for newsletter printing and mailing costs.	Ongoing	Roger Mazula
Reporters from the various Officers and Vice President's Committees should routinely submit information to the newsletter editor showing developments in their area in a timely manner, including, but not limited to, financial information, CEC meeting minutes, membership news, community service events, and CGFM announcements.	Ongoing	All CEC Officers and Vice Presidents
The Chapter's Internet website will be kept up-to-date by the webmaster and/or the officer or director responsible for each major area. Program registration will be done on the website.	Ongoing	Laura Brown, Officers and Directors
The Communications Committee will work closely with other Chapter	Ongoing	Roger

<p>activities. For example, the Education Vice President will provide program information for the Annual Program Guide and monthly program brochures. The Membership Vice President will provide membership information for the annual Membership Listing and will maintain a current list of accurate e-mail addresses (and postal addresses as applicable). The Community Service Vice President will arrange for photographs at community service events. The TCTC Committee Chair will arrange for all information for the TCTC brochure. All information will be communicated to the members in the newsletter and on the Chapter's Internet website. All costs associated with the activities of other committees should be part of the respective area budgets.</p>	<p>Mazula, Laura Brown, Deanna Franklin and Vice Presidents</p>
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NEEDS

Needs	Timing	Person Responsible
Volunteers are invited to work with the newsletter editor in identifying articles of interest to members. Officers and Vice Presidents need to routinely prepare information for the newsletter and website to communicate with members about activities relevant to their areas.	Ongoing	Everyone
Develop succession planning for webmaster and newsletter editor functions	Ongoing	ALL CEC
We need to keep the e-mail listings of all Chapter members current. This involves obtaining good e-mail addresses for the mail that "bounces back" as undelivered and for members who do not have an e-mail address on the database. Accurate postal addresses are also important for members requesting hard copy newsletters.	October	Deanna Franklin, Vice President for Membership

MEASURING PERFORMANCE

Performance Indicator	Reference to SP or CRP
Prepare and distribute at least five newsletters to Chapter members.	SP
Get national recognition by winning first or second place in the National Office newsletter competition.	
Notify members and a select group of nonmembers by e-mail of every program event during the year.	SP
Increase the number of "hits" to the Chapter's website.	SP
Get national recognition by winning first or second place in the National Office website competition.	SP
Prepare timely publications for other program areas (e.g., annual program guide, program brochures, and other materials as requested).	SP
Maintain e-mail contact with members and reduce number of mail that "bounce back."	SP

COMMUNICATION

			Actual 2009/10	Adopted Budget 2009/10	\$ Over/(Under) Budget 2009/10	Proposed Budget 2010/11	△ Budgeted Net Income 2009/10 - 2010/11
INCOME							
		Interest Revenue					
		Misc Income					
		Other Revenue					
		Program Revenue					
		Prepayment Discount					
		Program Revenue – Other					
		Total Program Revenue					
		Sponsorship Revenue					
		TCTC Revenue					
TOTAL INCOME							
EXPENSE							
		A/R Write Off					
		Awards					
		CC Trans Fees					
		Chapter Development					
		Donations					
		Facilities					
		Food					
		Gifts					
		Miscellaneous					
		Parking					
		Postage	110	100	10	100	0
		Printing		150	(150)	150	0
		Prizes					
		Software					
		Speakers					
		Supplies	601.78	300	301.78	300	0
		TCTC					
		Website		450	(450)	450	0
TOTAL EXPENSE			711.78	1,000	(288.22)	1,000	0
NET INCOME			(711.78)	(1,000)	288.22	(1,000)	0

COMMUNITY SERVICE

2010-2011

Vice-President/Officer:	Nicole Van Hoesen
First Alternate:	Ann Marsh
Committee Members:	Deborah Harrington, Thalia Melendez, Taryn Davila-Webster, Sharon Siekowski, Brittany Smalls

PRIORITIES FOR THE YEAR

Priority	Alignment with SP (Yes/No)	Target Completion Date	Person Responsible
Establish an annual plan of volunteer services projects that demonstrate the Chapter's commitment to "giving something back" to the community.	Yes	June 30, 2010	Committee
Communicate events to members through website, newsletter and e-mail.	Yes	Throughout year	Nicole Van Hoesen
Update newsletter's community service section. Including possibly spotlighting members' community service activities.	Yes	Throughout year	Nicole Van Hoesen

PLAN DETAILS

	Timing	Person Responsible
Operation DVD	Throughout Year	Nicole Van Hoesen
Shriner-Pull Tab Collection	Throughout Year	Sigrid Coons/Nicole Van Hoesen
WMHT Membership Drive	August or September, 2010	Nicole Van Hoesen
Step Out to Fight Diabetes- Walk at Cook Park in Colonie	October 2, 2010	Shelly Taleporos
Capital City Rescue Mission	October 2010	Thalia Melendez
Project Equinox	November, 2010	Thalia Melendez
Northeastern NY Food Pantries Collection/Raffle at Fraud Conf. – Solicit for Raffle Items	November, 2010	Committee
Holiday Luncheon Raffle – Charity Undetermined – Solicit for Raffle Items	December, 2010	Committee

IRS Voluntary Income Tax Assistance (VITA Program)	January to April, 2011	Linda Chioffe
Smart Investing @ Your Library (Albany Public Library-Budgeting and Financial Consulting)	January to December 2011	Meg Maurer (Albany Public Library)
Spring In January Flower Sale – Capital Region Sponsor-A-Scholar	January, 2011	Nicole Van Hoesen
Valentine's and Cookies to Veterans	February, 2011	Ann Marsh
Ronald McDonald House – Preparing a meal, baking cookies	March, 2011	Brian Gee
TCTC Raffle- Charity Undetermined-Solicit for Raffle Items	March, 2011	Committee
Bowl-A-Thon	April, 2011	Nicole Van Hoesen
Memorial Day Community Service Event- Capital Region VFWs	May, 2011	Nicole Van Hoesen
St Johns/St. Anns Welcome Table	June, 2011	Ann Marsh
Donation to the Professional Development Conference	June, 2011	CEC
Charity Golf Tournament to Benefit Albany Medical Center Children's Hospital	June, 2011	Brian Gee

NEEDS

Needs	Timing	Person Responsible
Participation from individuals to volunteer for events throughout the year.	Throughout year	Members, CEC, Community Service Committee
Encourage other members to participate	Throughout year	CEC
Solicit for Raffle Items for Fraud Conference, Holiday Luncheon and TCTC.	Throughout year	CEC, Community Service Committee
Request budget to support Community Service events.	Throughout year	Nicole Van Hoesen

MEASURING PERFORMANCE

Performance Indicator	Reference to SP or CRP
Annually participate in at least 4 community service projects	SP
Show 5% increase in total membership involvement in at least 1 community service project	SP
Achieve at a minimum 2,000 community service CRP credits	CRP

COMMUNITY SERVICE

		Actual 2009/10	Adopted Budget 2009/10	\$ Over/(Under) Budget 2009/10	Proposed Budget 2010/11	△ Budgeted Net Income 2009/10 - 2010/11
INCOME						
	Interest Revenue					
	Misc Income (raffle)					
	Other Revenue – Flower	1116	800	316	1100	300
	Other Revenue- Co- Sponsor Share	450				
	Grants					
	Program Revenue	1566				
	Prepayment Discount					
	Program Revenue – Other					
	Total Program Revenue	3520	0	766		
	Sponsorship Revenue	950	550	400		(550)
	TCTC Revenue					
	TOTAL INCOME	6036	1350	4686	1100	(250)
EXPENSE						
	A/R Write Off					
	Awards	426			300	300
	CC Trans Fees					
	Chapter Development					
	Donations	2400	1550	850	650	(900)
	Facilities					
	Food	1226			450	450
	Gifts					
	Golf Fees	1400				
	Parking					
	Postage					
	Printing					
	Prizes		100	(100)		
	Software					
	Speakers					
	Supplies	598	500	98	500.00	0
	TCTC					
	Website					
	TOTAL EXPENSE	6051	2150	3901	1900	(250)
	NET INCOME	(15)	(800)	785	(800)	0

EARLY CAREERS 2010-2011

Chair:	Ashley Weil
First Alternate:	TBD
Committee Members:	TBD

PRIORITIES FOR THE YEAR

Priority	Alignment with SP (Yes/No)	Target Completion Date	Person Responsible
Meet National's recruitment goals – Retain early career members	Yes	Ongoing	Committee
Meet National's recruitment goals – Active early career members	Yes	Ongoing	Committee
Meet National's recruitment goals – New members	Yes	Ongoing	Committee
Contact suspended early career members	Yes	Summer 2010	CEC /Committee
Work with Socialization, Education & Community Service committees on recruitment	Yes	Ongoing	Committee
Recruit non-members attending AGA events and monitor attendance at events for potential ADVANTAGE participants (e.g. cost benefit)	Yes	Ongoing	Committee
Encourage existing/new members to be more active in the chapter	Yes	Ongoing	Committee

PLAN DETAILS

Details	Timing	Person Responsible
At Kick-off, members bring nonmembers and receive free registration	Ongoing	Committee
Participate in the AGA National's membership drive	Ongoing	Committee
Contact Local Colleges for Job Fair information and plan to attend as vendor	Ongoing	Committee
Welcome new members with emails	Ongoing	Committee

Distinguish members from non-members at AGA events to entice members to talk to non-members about why they have not joined	Ongoing	Committee /CEC
Each month, invite one new member to attend a CEC meeting	Ongoing	Committee
Assign each new member, if wanted, an AGA friend to attend AGA events with.	Ongoing	Committee/CEC
Utilize recruiting booklets/pamphlets from National	Ongoing	Committee

<u>NEEDS</u>		
Needs	Timing	Person Responsible
Assistance from Registrar to obtain registration lists. Assistance from Officers/areas to coordinate events.	Ongoing	Committee

EDUCATION AND PROGRAMS 2010-2011

Vice-President/Officer:	Brian E. Gee
First Alternate:	TBD
Committee Members:	Steve Sossei, Amanda Zibella, Ray Harris, Emily Kunchala, Resa Ostrander, Judy Danto, Tayrn Davila-Webster, Jessica Lynch

PRIORITIES FOR THE YEAR

Priority	Alignment with SP (Yes/No)	Target Completion Date	Person Responsible
Establish an annual plan of educational programs that demonstrate the Chapter's commitment to providing continuing education credits	Yes	July 2010	Brian Gee
Assist in communicating events to members through website, newsletter and e-mail.	Yes	Ongoing	Committee
Update newsletter's education and program section.	Yes	Ongoing	Brian Gee

Planned Conferences

Date & Time	Topic
September (late) 2010	Kickoff and "How Did I Get To Be Me?"
October 2010	Budget to Appropriations
November 22 – 23, 2010	Fraud Conference (2 Days) w/ IIA and ACFE
December 2010	Holiday Luncheon
January 2011	TBD
February 2011	Certification Panel
March 14 – 16, 2011	TCTC w/ IIA and ISACA
May 2011	CPA Ethics – Part 2
June 2011	Chapter Awards Luncheon

Audio Conferences at DOT and OSC

Date & Time	Topic
Aug 11, 2010	Using Performance Measures to Improve Service Delivery
Sep 29, 2010	Improving Program Performance and Accountability Through Cooperative Audit Resolution
Oct 20, 2010	Achieving Transparency; The Next Step To Integrating Your Data
Nov 10, 2010	Fraud
Dec 8, 2010	Risk Assessments and SAS Update
Jan 19, 2011	Are We Winning The Improper Payments Battle
Feb 2, 2011	Internal Controls
Mar 2, 2011	Auditing Tools
Mar 23, 2011	Improving Performance Reporting
Apr 20, 2011	Fraud
May 18, 2011	Ethics
Jun 8, 2011	Internal Controls

NEEDS

Needs	Timing	Person Responsible
Marketing	Throughout year	CEC
Newsletter	Throughout year	CEC
Website	Throughout year	CEC

MEASURING PERFORMANCE

Performance Indicator	Reference to SP or CRP
Provide a program worth at least 60 CPE credits annually	SP
Show increase in attendance over the previous year	SP
95% of speakers achieve a score of 4.0 or better	SP

2010-11 SUMMARY BUDGET

Conference(s)	Surplus (loss)
Audio Conferences	(\$2,290)
Fraud Conference	\$3,000
Holiday Luncheon	(\$500)
All Other Educational Events	\$1,000
Net for the Year	\$1,210

Notes:

- Excludes TCTC.
- The surplus is consistent with our policy to of budgeting a 5 percent surplus for programs based on last year's revenue
- Detailed budgets are being developed for each program.

THE CONFERENCE THAT COUNTS (TCTC)

			Actual 2009/10	Adopted Budget 2009/10	\$ Over/(Under) Budget 2009/10	Proposed Budget 2009/10	Δ Budgeted Net Income 2009/10 - 2010/11
INCOME							
		Interest Revenue					
		Misc Income - Raffle					
		Other Revenue					
		Program Revenue					
		Prepayment Discount					
		Program Revenue					
		Total Program Revenue					
		Sponsorship Revenue					
		TCTC Revenue	30,372.52	33,000	(2,627.48)	30,000	(3,000)
		TOTAL INCOME	30,372.52	33,000	(2,627.48)	30,000	(3,000)
EXPENSE							
		A/R Write Off					
		Awards					
		CC Trans Fees					
		Chapter Development					
		Donations					
		Facilities					
		Food					
		Gifts					
		Miscellaneous					
		Parking					
		Postage					
		Printing					
		Prizes					
		Software					
		Speakers					
		Supplies					
		TCTC	22591	24,000	(1,409)	23,000	(1,000)
		Other Various Exp.					
		TOTAL EXPENSE					
		NET INCOME	7,781.52	9,000	(1,286.18)	7,000	(2,000)

CHAPTER EDUCATION AND PROGRAMS

			Actual 2009/10	Adopted Budget 2009/10	\$ Over/(Under) Budget 2009/10	Proposed Budget 2010/11	Δ Budgeted Net Income 2009/10 - 2010/11
INCOME							
		Interest Revenue					
		Misc Income - Grants					
		Other Revenue-Co- Sponsor Share	4,028.78	2,390	1,638.78	2,390	0
		Program Revenue					
		Prepayment Discount					
		Program Revenue - Raffle	844	0	844	0	0
		Program Revenue	28,470	15,550	12,920	100	15,450
		Sponsorship Revenue					
		TCTC Revenue					
		TOTAL INCOME	33,342.78	17,940	15,402.78	2,490	15,450
EXPENSE							
		Awards	95	0	95	0	0
		A/R Write Off	182.50	0	182.5	0	0
		Audio Conferences	0	0	0	0	0
		CC Trans Fees	707.63	0	707.63	0	0
		Co-Sponsor Share	9,465.16	0	9465.16	0	0
		Donations	1434	0	1434	0	0
		Facilities	855	11,500	(10,645)	0	(11,500)
		Food	12,158.73	1,000	11,158	0	(1,000)
		Gifts					
		Miscellaneous					
		Parking					
		Postage					
		Printing	11.25	0	11.25	0	0
		Prizes	270	0	270	0	0
		Software					
		Speakers	5747.70	4780	967.70	4,780	0
		Supplies	145	0	145	0	0
		TCTC					
		Website					
		TOTAL EXPENSE	31,071.97	17,280	13,791.97	4,780	(12,500)
		NET INCOME (LOSS)	2,270.81	660	1610.81	1,210	550

GOVERNANCE

2010-2011

(Strategic Direction & By-Laws Committee & Chapter Executive Committee)

Vice-President/Officer:	Shelly Taleporos
First Alternate:	Thalia Melendez
Committee Members:	Officers and Board Members

<u>PRIORITIES FOR THE YEAR</u>			
Priority	Alignment with SP (Yes/No)	Target Completion Date	Person Responsible
Approve an annual operating plan that is aligned with the Chapter's Strategic Plan and National's Chapter Recognition Program.	Yes	August 5, 2010	CEC
Update chapter policies and procedures manual as necessary.	Yes	June 2011	SDBC
Annually assess the appropriateness of the Chapter's Strategic Plan and hold meetings of the SDBC during the year as necessary.	Yes	June 2011 (Business Lunch)	SDBC
Review the Chapter By-Laws and ensure that they incorporate and comply with National's By-Laws.	Yes	On-Going	SDBC
Organize and conduct monthly CEC meetings.	Not Specifically	August 5, 2010 – May 2011	CEC Shelly Taleporos/ Thalia Melendez
Encourage active participation in chapter governance to ensure long-term development of the chapter. (succession planning)	Yes	Long-Term	CEC

<u>PLAN DETAILS</u>		
Details	Timing	Person Responsible
Meeting with new CEC members	TBD	Shelly Taleporos
First CEC Meeting to approve the Chapter Operating Plan and Budget	August 5, 2010, 8:00 – 11:30	CEC/Shelly Taleporos
Strategic Direction & By-Laws Committee members: , TBD	2010-2011	Shelly Taleporos
Hold monthly CEC to conduct monthly AGA business.	See table below.*	

CEC MEETING SCHEDULE

Location	Date	Time
TBD	August 5 th	8:00 am – 11:30 am
50 Wolf Road, Room 1NO2	September 8 nd	3:30 – 5:00 pm
50 Wolf Road, Room 1NO2	October 13 ^h	3:30 – 5:00 pm
50 Wolf Road, Room 1NO2	November 17 th	3:30 – 5:00 pm
50 Wolf Road, Room 1NO2	December 8(If needed)	Holiday Luncheon
50 Wolf Road, Room 1NO2	January 12 ^h	8:00 – 9:30 am
50 Wolf Road, Room 1NO2	February 9 rd	8:00 – 9:30 am
50 Wolf Road, Room 1NO2	March 9 rd	8:00 – 9:30 am
50 Wolf Road, Room 1NO2	April 13 th	8:00 – 9:30 am
50 Wolf Road, Room 1NO2	May 11 th	8:00 – 9:30 am

NEEDS

Needs	Timing	Person Responsible
Estimated budget allocation for first CEC meeting (\$300-Facility and Food):	August 5, 2010	Shelly Taleporos
Estimated Needs for Chapter Development\$300	Sep '10-May '11	Shelly Taleporos

MEASURING PERFORMANCE

Performance Indicator	Reference to SP or CRP
Achieve the maximum number of points that can be awarded by National's Chapter Recognition Program.	SP

CHAPTER GOVERNANCE

			Actual 2009/10	Adopted Budget 2009/10	\$ Over/(Under) Budget 2009/10	Proposed Budget 2010/11	Δ Budgeted Net Income 2009/10 - 2010/11
INCOME							
		Interest Revenue					
		Misc Income					
		Other Revenue	160	0	160	0	0
		Program Revenue					
		Prepayment Discount					
		Program Revenue - Other					
		Total Program Revenue					
		Sponsorship Revenue					
		TCTC Revenue					
		TOTAL INCOME	160	0	160	0	0
EXPENSE							
		A/R Write Off					
		Awards	118.80	0	118.80	0	0
		Audit	350	500	(150)	350	(150)
		CC Trans Fees					
		Chapter Development	0	300	(300)	300	0
		Donations					
		Facilities	50	300	(250)	300	0
		Food	702.43	250	452.43	250	0
		Gifts					
		Miscellaneous	360	0	360	0	0
		Parking					
		Postage					
		Printing		200	(200)	150	(50)
		Prizes					
		Software					
		Speakers					
		Supplies		100	(100)	300	200
		TCTC					
		Website					
		TOTAL EXPENSE	1,581.23	1,650	(68.77)	1650	0
		NET INCOME (LOSS)	(1,421.23)	(1,650)	228.77	(1650)	0

MARKETING

2010-2011

Vice-President/Officer:	Ray Harris
First Alternate:	Roger Mazula
Committee Members:	Roger Mazula, Laura Brown, Deanna Franklin

OBJECTIVE: To promote the Chapter to members and nonmembers

<u>PRIORITIES FOR THE YEAR</u>			
Priority	Alignment with SP (Yes/No)	Target Completion Date	Person Responsible
Announce Chapter Officers for year to news outlets.	Yes	June 2010	Ray
Announce Chapter award recipients to the media.	Yes	June 2010	Ray
Assign committee liaisons with the other key chapter functions to promote their initiatives	Yes	July 2010	Ray/Committee
Distribute the color membership brochure to attract private members to expand our membership base	Yes	Ongoing	Ray/Roger
New! Develop and issue first ever Membership Centric Report	Yes	Fall	Ray/Roger
Promote our programs and events to members and nonmembers through our website, newsletter, emails, and other publications	Yes	Ongoing	Committee
Identify other websites to post our announcements (e.g., GOER, Personnel Training Council, NYSSCPAs, etc.)	Yes	Ongoing	Laura
Publicize chapter accomplishments (e.g. Community Service article and pictures).	Yes	Ongoing	Applicable V.P.'s/Committee
Identify corporate sponsors to underwrite our initiatives	Yes	Ongoing	Committee
New! Participate in visiting agencies and firms to promote the chapter	Yes	Ongoing	Ray/Roger

PLAN DETAILS

Details	Timing	Person Responsible
The other officers should have input into communications with employers and members/potential members regarding membership, education events, certification, community service, etc.	As appropriate	Ray/Committee

NEEDS

Needs	Timing	Person Responsible
Adherence to clearinghouse written procedures by CEC	Ongoing	All
Identification of potential sponsors	Ongoing	All
New! Identification of agencies and firms to visit to promote the chapter.	Ongoing	All
Help disseminate our color brochures. New! Determine whether new or updated brochures are needed.	Ongoing	All
Awareness of opportunities to use chapter display board	Ongoing	All
Suggestions for other advertising media	Ongoing	All

MEASURING PERFORMANCE

Performance Indicator	Reference to SP or CRP
Increase sponsorship revenue to \$1,500	Yes
Submit two public interest articles regarding our chapter activities	New
Notify members and nonmembers about our programs, etc.	Yes
Issue press releases routinely	Yes

MARKETING

			Actual 2009/10	Adopted Budget 2009/10	\$ Over/(Under) Budget 2009/10	Proposed Budget 2010/11	△ Budgeted Net Income 200/10 - 2010/11
INCOME							
		Interest Revenue					
		Misc Income					
		Other Revenue					
		Program Revenue					
		Prepayment Discount					
		Program Revenue - Other					
		Total Program Revenue					
		Sponsorship Revenue	900	1450	(500)	1450	0
		TCTC Revenue					
		TOTAL INCOME	900	1450	(500)	1450	0
EXPENSE							
		A/R Write Off					
		Awards					
		CC Trans Fees					
		Chapter Development		0			
		Donations					
		Facilities					
		Food					
		Gifts					
		Miscellaneous	0	100	(100)	100	0
		Parking					
		Postage	234.51	250	234.51	250	0
		Printing	1,207.10	1,250	7.10	1250	0
		Prizes					
		Software					
		Speakers					
		Supplies	50.13	50	.13	50	0
		TCTC					
		Website					
		TOTAL EXPENSE	1491.74	1,650	141.74	1650	0
		NET INCOME (LOSS)	(591.74)	(200)	(641.74)	(200)	0

MEMBERSHIP

2010-2011

Vice-President/Officer:	Todd Seeberger
First Alternate:	TBD
Committee Members:	TBD

<u>PRIORITIES FOR THE YEAR</u>			
Priority	Alignment with SP (Yes/No)	Target Completion Date	Person Responsible
Meet National's recruitment goals –Retained members (285 active as of July GAR)	Yes	Throughout year	Committee
Meet National's recruitment goals – 331 active members (as of July GAR)	Yes	Throughout year	Committee
Meet National's recruitment goals – 10% new members*	Yes	Throughout year	Committee
Advocating AGA National Office member recruitment campaigns and/or develop a Chapter Campaign	Yes	Throughout year	Committee
Contact suspended members	Yes	08/10, 11/10 & 02/11	Committee
Identify underrepresented groups for recruitment – conduct membership events (i.e. pizza parties, presentation, etc.) to gain members	Yes	Throughout year.	Committee
Tailor recruitment presentations (and display board) to address the interests/needs of the audience. Recruit members from private businesses, CPA firms and local (municipal) governments.	Yes	Throughout year	Committee
Work with the CEC to promote membership and gain new members.	Yes	Throughout year	Committee
Recruit non-members attending AGA events and monitor attendance at events for potential ADVANTAGE participants (e.g. cost benefit)	Yes	Throughout year	Committee
Encourage existing/new members to be more active in the chapter (i.e. On a monthly basis, invite at least two AGA Non-Early Career members to attend a CEC meeting. Offer AGA Non-Early Career members an opportunity to man AGA event registration tables)	Yes	Throughout year	Committee
Work with CEC to develop a partial dues reimbursement incentive program to have non-members who attend events become members.	Yes	Throughout year	Committee
Work with CEC to address the impact that the IIA reduced membership fees will have on Chapter recruitment and retention of members.	Yes	Throughout year	Committee/ CEC

PLAN DETAILS

Details	Timing	Person Responsible
“Kick off Breakfast. During breakfast, Education, Community Service, Certification, Membership, and Early Careers will discuss upcoming AGA events for 2010-11.	Sept 2010	Committee / Education
Determine which agencies are supportive of / eligible for the Advantage Program.	Throughout year	Committee
Approach existing Advantage Program employers and promote renewal.	December 2010/ January 2011	Committee
Announce AGA National Scholarship (if still available)	January 2011	Committee
Coordinate an AGA event targeted toward Early Career Members	April 2011	Committee/Early Careers
Cross-reference event attendance against membership records. Contact non-members who attend events via email and invite them to become a member.	Throughout year	Committee / Education
Schedule AGA recruitment presentations at private CPA firms that include representatives from Chapter Certification and Education committees (utilize CGFM video)	Throughout year	Committee
Welcome new members with letters or phone calls	Throughout year	Committee
Along with Community Services, Certification, and Education committees, recruit agency captains to assist with posting flyers, contacting members.	Throughout year	Committee
At certain events, offer raffles for new (and early career) members only	Throughout year	Committee
Monitor website – verify information is still accurate	Throughout year	Committee
Submit messages from membership committee to AGA newsletter	Throughout year	Committee

NEEDS

Needs	Timing	Person Responsible
Assistance from Socialization, Education, Certification (CGFM) & Early Careers committees for membership recruitment presentations	Throughout year	Committee
Assistance from Marketing Committee to obtain media exposure.	Throughout year	Committee
Utilize Constant Contact system to communicate with members (i.e. Welcome letters, Event notifications, etc...)	Throughout year	Committee
Assistance from the Communications Committee to contact via email non-members who attend events to encourage them to become members.	Throughout year	Committee

MEASURING PERFORMANCE

Performance Indicator	Reference to SP or CRP
Use National's GAR report and Member's Only website to monitor growth	SP
Obtain feedback for Chapter improvements from members utilizing membership satisfaction surveys. Share satisfaction survey results with Regional Membership Coordinator, RVP, SVPRS and National Office	CRP
Send welcome letters to or call new members. Make personal phone calls to suspended members.	CRP
Schedule recruitment presentations at private businesses, CPA firms and with local (municipal) government employees to promote membership.	SP and CRP
Create a mentoring program for new members	CRP

MEMBERSHIP

			Actual 2009/10	Adopted Budget 2009/10	\$ Over/(Under) Budget 2009/10	Proposed Budget 2010/11	Δ Budgeted Net Income 2009/10 - 2010/11
INCOME							
		Interest Revenue					
		Misc Income					
		Grants	257	0	257	0	0
		Program Revenue					
		Prepayment Discount					
		Program Revenue - Other	285	350	(65)	250	(100)
		Total Program Revenue					
		Sponsorship Revenue	0	300		300	0
		TCTC REVENUE					
		TOTAL INCOME	542	650		550	(100)
Expense							
		A/R Write Off					
		Awards					
		CC Trans Fees					
		Chapter Development					
		Donations					
		Facilities	100	0	100	100	100
		Food	571.47	1200	(628.53)	1,000	(200)
		Membership		0		500	(500)
		Miscellaneous					
		Parking					
		Postage					
		Printing					
		Prizes	0	300	(300)	300	0
		Software					
		Speakers					
		Supplies	25.49	250	(224.51)	250	0
		Website					
		TOTAL EXPENSE	696.96	1750	(1053.04)	2150	(100)
		NET INCOME	(154.96)	(1100)	1245.04	(1600)	(500)