

**OPERATING AND
FINANCIAL PLAN
2005-2006**

August 11, 2006

Foreword

This document provides a combined view of our chapter's operating and financial plans for the coming year. The index page lists each major component of Chapter operations, along with a consolidated view of the budget.

This year's operating plan includes many new initiatives, building on the successes of prior years. It demonstrates, once again, why AGA NYCAP continues to be a national, regional and local leader in the accountability industries. It is only through the efforts of AGA volunteers that we accomplish so much.

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

- *Jim Nellegar*

INDEX

and Financial Summary

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OPERATING PLAN/BUDGET SECTION	Revenue	Expenses	Net Income	PAGE
<u>General Expenses</u>				4
<u>Budget and Finance</u>	\$50.00	(\$500.00)	(\$450.00)	5
<u>Governance</u>	0.00	(880.00)	(880.00)	8
<u>Marketing</u>	600.00	(300.00)	300.00	11
<u>Awards and Recognition</u>	0.00	(1,600.00)	(1,600.00)	14
<u>Certification</u>	20,250.00	(19,185.00)	1,065.00	17
<u>Communication</u>	0.00	(4,950.00)	(4,950.00)	21
<u>Community Service</u>				24
<u>August - May Events</u>	300.00	(1,100.00)	(800.00)	26
<u>June Golf Outing (Albany Med)</u>	3,050.00	(3,050.00)	0.00	27
<u>Education and Programs</u>				28
<u>TCTC 2006</u>	33,000.00	(23,000.00)	10,000.00	30
<u>Chapter Education and Programs</u>	16,900.00	(11,900.00)	5,000.00	31
<u>Holiday Lunch</u>	300.00	(700.00)	(400.00)	32
<u>Membership</u>	600.00	(2,470.00)	(1,870.00)	33
<u>PDC (Two Years) and NLC</u>	0.00	(5,415.00)	(5,415.00)	36
NET OPERATING INCOME (LOSS)	\$74,750.00	(\$74,750.00)	\$0.00	

GENERAL EXPENSES

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The following sections of the operating plan includes include areas that are essential to are chapter operations (budget and finance committee, governance, marketing); but comprise a relatively modest portion of the chapter's overall budget.

BUDGET & FINANCE COMMITTEE

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Vice-President/Officer:	Kirk Schanzenbach and Finance Committee
First Alternate:	Mike Abbott
Committee Members:	Brian Gee, Mike Abbott and Kirk Schanzenbach

PRIORITIES FOR THE YEAR

Priority	Alignment with SP	Target Completion Date	Person Responsible
1. Develop 2005-2006 full Chapter budget	High	July 2005	Brian & Committee
2. New! Develop draft policy on an appropriate reserve level and a multi-year plan to get there	High	August 2005 CEC	Brian
3. New! Draft policy/guidelines for control of budget for CEC consideration	High	August 2005 CEC	Kirk
4. Hire someone to conduct the 2004-2005 annual audit and review results with CEC	High	July/August 2005	Kirk
5. Prepare quarterly financial statements for B&F Committee and CEC and for posting to the chapter website	High	Quarterly	Brian
6. New! Monitor Chapter financial condition and communicate results to the CEC for discussion	High	Quarterly	Committee
7. Prepare annual tax return	High	Annually	Brian
8. New! Develop draft educational benefit policy for Officers and Directors for CEC consideration	Medium	(A) August (B) January	(A) Kirk (B) Mike
9. Develop a succession plan for the Treasurer position.	Medium	November 2005	Kirk/Brian
10. New! Review current PDC guidelines and develop recommendation for CEC consideration	Medium	January 2006 CEC	Kirk
11. Develop collateralized bank card proposal and recommendation for CEC	Medium	January 2006 CEC	Jim
12. New! With other associations, develop policy/guidelines for co-sponsored events for consideration of the CEC	Medium	March 2006 CEC	Mike

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	During Policy Development	Jim Nellegar
Active participation of the CEC in debating and approving budget and policy initiatives	During Policy Debate	CEC
Plan for treasurer's successor	November to End of Year	Committee
An available person to conduct the Chapter financial audit/review	July/August	Committee

MEASURING PERFORMANCE

Performance Indicator	Reference to SP or CRP
2005-2006 is adopted by the CEC before August 15, 2005	CEC
2004-2005 review/audit of financial statements completed by August 31, 2005	CRP
Quarterly financial statements and analysis completed and distributed to the CEC discussion 5 days before the appropriate CEC meeting	CRP
Fund balance/reserves meet goals	SP
Recommended draft policies for approval by the CEC (after discussion and modifications)	N/A

BUDGET & FINANCE (OFFICE EXPENSES)

		2004/05 (Thru 5/10/05)	2004/05 Budget	2004/05 \$ Over Budget	2005/06 Proposed Budget	△ Budgeted Net Income 04/05 - 05/06
INCOME						
	Interest Revenue	0.00	\$25.00	-\$25.00	\$50.00	+\$25.00
	Misc Income	0.00				
	Other Revenue	0.00				
	Program Revenue					
	Prepayment Discount	0.00				
	Program Revenue - Other	0.00				
	Total Program Revenue	0.00				
	Sponsorship Revenue	0.00				
	TCTC Revenue	0.00				
	TOTAL INCOME	0.00	25.00	-25.00	50.00	+25.00
EXPENSE						
	A/R Write Off	0.00				
	Awards	0.00				
	CC Trans Fees	0.00				
	Chapter Development	0.00				
	Donations	0.00				
	Facilities	0.00				
	Food	0.00				
	Gifts	0.00				
	Miscellaneous	0.00	(Audit Expense)		(100.00)	(100.00)
	Parking	0.00				
	Postage	(283.40)	(300.00)	(16.60)	(275.00)	+25.00
	Printing	0.00				
	Prizes	0.00				
	Software	0.00				
	Speakers	0.00				
	Supplies	(12.98)	(125.00)	(112.02)	(125.00)	0.00
	TCTC	0.00				
	Website	0.00				
	TOTAL INCOME	(296.38)	(425.00)	(\$128.62)	(\$500.00)	
	NET INCOME (LOSS)	(\$296.38)	(\$400.00)		(\$450.00)	

CHAPTER GOVERNANCE

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

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Vice-President/Officer:	Jim Nellegar
First Alternate:	Marcella Junco
Committee Members:	Officers and Board Members

PRIORITIES FOR THE YEAR

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 10, 2005	CEC
Conduct orientation for new CEC members (including Directors).	Yes	August 10, 2005	CEC (Jim N.)
Update chapter policies and procedures manual as necessary.	Yes	June 2006	SDBC (Linda)
Annually assess the appropriateness of the Chapter's Strategic Plan and hold meetings of the SDBC during the year as necessary.	Yes	June 2006 (Business Lunch)	SDBC (Jim N.)
Review the Chapter By-Laws and ensure that they incorporate and comply with National's By-Laws.	Yes	On-Going	SDBC (Ray)
Organize and conduct monthly CEC meetings.	Not specifically	August 10, 2005 – May 9, 2006	CEC (Jim N.)
Encourage active participation in chapter governance to ensure long-term development of the chapter. (succession planning)	Yes	Long-Term	Jim N./Lori /Marcella

PLAN DETAILS

Details	Timing	Person Responsible
First CEC Meeting to approve the Chapter Operating Plan and provide orientation for new CEC members.	August 10, 2005, 8:30 – 12:00 (Saratoga)	CEC (Jim)
Strategic Direction & By-Laws Committee members: Jim Nellegar, Marcella Junco, Ray Harris, Kirk Schanzenbach, John Samaniuk, Jim Cox, Dan Tworek and Lori Vaccarro	2005-2006	n/a
Hold monthly CEC to conduct monthly AGA business.	See table below.*	

CEC MEETING SCHEDULE		
Location	Date	Time
Saratoga Holiday Inn	Wednesday, August 10 th	8:30 am – 12:00 pm
DOT Offices, 50 Wolf Road	Tuesday, September 13 th	3:00 – 4:30 pm
DOT Offices, 50 Wolf Road	Tuesday, October 11 th	3:00 – 4:30 pm
DOT Offices, 50 Wolf Road	Tuesday, November 8 th	3:00 – 4:30 pm
DOT Offices, 50 Wolf Road	Tuesday, December 13 th (If needed)	3:00 – 4:30 pm
DOT Offices, 50 Wolf Road	Tuesday, January 10 th	3:00 – 4:30 pm
DOT Offices, 50 Wolf Road	Tuesday, February 14 th	3:00 – 4:30 pm
DOT Offices, 50 Wolf Road	Tuesday, March 14 th	3:00 – 4:30 pm
DOT Offices, 50 Wolf Road	Tuesday, April 11 th	3:00 – 4:30 pm
DOT Offices, 50 Wolf Road	Tuesday, May 9 th	3:00 – 4:30 pm

<u>NEEDS</u>		
Needs	Timing	Person Responsible
Estimated budget allocation for first CEC meeting (\$280): Food (\$9 pp*20 people).....\$180 Facility (room fee/picnic tables).....\$200	August 10, 2004	Nancy
Estimated Needs for Chapter Development\$200	October 2005	Jim
Estimated budget allocation for end-of-year CEC meeting: Food\$200 Facility.....\$100	September 2005 – May 2006	Jim

<u>MEASURING PERFORMANCE</u>	
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							
			2004/05 (Thru 5/10/05)	2004/05 Budget	2004/05 \$ Over Budget	2005/06 Proposed Budget	△ Budgeted Net Income 04/05 - 05/06
INCOME							
		Interest Revenue	\$0.00			\$0.00	
		Misc Income	0.00				
		Other Revenue	0.00				
		Program Revenue					
		Prepayment Discount	0.00				
		Program Revenue - Other	0.00				
		Total Program Revenue	0.00				
		Sponsorship Revenue	0.00				
		TCTC Revenue	0.00				
		TOTAL INCOME	0.00			\$0.00	
EXPENSE							
		A/R Write Off	0.00				
		Awards	0.00				
		CC Trans Fees	0.00				
		Chapter Development	(541.09)	(1,000.00)	(458.91)	200.00	+800.00
		Donations	0.00				
		Facilities	(151.80)	(100.00)	(51.80)	(300.00)	(200.00)
		Food	(161.19)	(320.00)	(158.81)	(380.00)	(60.00)
		Gifts	0.00				
		Miscellaneous	0.00				
		Parking	(29.00)	(160.00)	(131.00)	0.00	+160.00
		Postage	0.00				
		Printing	0.00				
		Prizes	0.00				
		Software	0.00				
		Speakers	0.00				
		Supplies	0.00				
		TCTC	0.00				
		Website	0.00				
		TOTAL EXPENSE	(883.08)	(1,580.00)		(880.00)	
		NET INCOME (LOSS)	(\$883.08)	(\$1,580.00)		(\$880.00)	

MARKETING

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Vice-President/Officer:	Nancy Varley
First Alternate:	Ray Harris
Committee Members:	Ray Harris, Linda Zinzow, Eileen Chambers

PRIORITIES FOR THE YEAR

Priority	Alignment with SP (Yes/No)	Target Completion Date	Person Responsible
Announce Chapter Officers for year to news outlets.	Yes	July/August 2005	Nancy
Encourage employers to support the AGA and our Chapter	Yes	Ongoing	Nancy
Continue to promote the ADVANTAGE, AGA National's group membership program, with State and local government agencies	Yes	Ongoing	Nancy/Committee
Promote our programs and events to members and nonmembers through our website, newsletter, emails, and other publications	Yes	Ongoing	Nancy/Roger
Identify corporate sponsors to underwrite our initiatives	Yes	Ongoing	Committee
New! Determine how very large chapters, such as the D.C. chapter, obtain sponsors for their newsletter	Yes	July/August 2005	Nancy
Work with the other Chapter Officers to help them promote their initiatives	Yes	Ongoing	Committee
Publicize chapter accomplishments (e.g. Community Service article and pictures).	Yes	Ongoing	Associated V.P.'s/ Nancy

PLAN DETAILS

Details	Timing	Person Responsible
The other officers should have input into any communications with employers and members/potential members regarding membership, educational events, certification, etc.	TBD	Nancy

NEEDS

Needs	Timing	Person Responsible
Identification of potential sponsors	Ongoing	All
Help promote ADVANTAGE in government agencies	Ongoing	All

MEASURING PERFORMANCE

Performance Indicator	Reference to SP or CRP
Raise \$1,000 in sponsorship revenue	New
Recruit 2 new ADVANTAGE agencies	New

MARKETING							
			2004/05 (Thru 5/10/05)	2004/05 Budget	2004/05 \$ Over Budget	2005/06 Proposed Budget	△ Budgeted Net Income 04/05 - 05/06
INCOME							
		Interest Revenue					
		Misc Income					
		Other Revenue					
		Program Revenue				\$600.00 ¹	+\$600.00
		Prepayment Discount					
		Program Revenue - Other					
		Total Program Revenue					
		Sponsorship Revenue					
		TCTC Revenue					
TOTAL INCOME						\$300.00	+\$300.00
EXPENSE							
		A/R Write Off					
		Awards					
		CC Trans Fees					
		Chapter Development					
		Donations					
		Facilities					
		Food					
		Gifts				(100.00)	(100.00)
		Miscellaneous				(100.00)	(100.00)
		Parking					
		Postage					
		Printing				(100.00)	(100.00)
		Prizes					
		Software					
		Speakers					
		Supplies					
		TCTC					
		Website					
TOTAL EXPENSE						(300.00)	
NET INCOME (LOSS)						(\$300.00)	\$300.00

¹ Sponsorship revenue.

AWARDS AND RECOGNITION

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Vice-President/Officer:	Jim Cox
First Alternate:	Sandra Schleicher
Committee Members:	Ray Harris, Sandra Schleicher, Ken Cox

PRIORITIES FOR THE YEAR

Priority	Alignment with SP	Target Completion	Person Responsible
Form an awards and recognition committee	Yes	Sept. 1, 2005	Jim C.
Develop a plan for continuous recognition of accomplishments	Yes	Oct. 15, 2005	Committee/ Jim C.
Promote & assist in the development of National Awards	Yes	Nov. 30, 2005 & March 31, 2006	Committee/ Jim C.
Coordinate the Chapter Recognition Ceremony	Yes	May 31, 2006	Jim C.
Develop a Chapter "Outstanding Achievements in Government Accountability" award	Yes	May 31, 2006	Committee/ Jim C.

PLAN DETAILS

Details	Timing	Person Responsible
N/A		

NEEDS

Needs	Timing	Person Responsible
Volunteers for the Awards and Recognition Committee	August 2005	Jim C.
Estimated budget needs for continuous recognition throughout program year - \$200.	Sept. 2005 to June 2006	Jim C.
Estimated budget needs for the annual awards ceremony – plaques \$400, brochure \$100, free lunches \$500, Total - \$1,000.	June 2006	Jim C.
Continuous updating of the Chapter Website, with the possibility of an awards/recognition page on the site.	Sept. 2005	Webmaster
A dedicated section of the Chapter newsletter for awards/recognition.	Sept. 2005	VP for Com.
Contributions for National Award applications	Nov. 2004 & Mach 2005	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 LUNCHEON

		2004/05 (Thru 5/10/05)	2004/05 Budget	2004/05 \$ Over Budget	2005/06 Proposed Budget	△ Budgeted Net Income 04/05 - 05/06
INCOME						
	Interest Revenue	0.00				
	Misc Income	0.00				
	Other Revenue	0.00				
	Program Revenue					
	Prepayment Discount	0.00				
	Program Revenue - Other	0.00				
	Total Program Revenue	0.00				
	Sponsorship Revenue	0.00				
	TCTC Revenue	0.00				
TOTAL INCOME		0.00				
EXPENSE						
	A/R Write Off	0.00				
	Awards	0.00	(600.00)	(600.00)	(500.00)	\$100.00
	CC Trans Fees	0.00				
	Chapter Development	0.00				
	Donations	0.00				
	Facilities	0.00				
	Food	0.00	(1,100.00)	(1,100.00)	(1,000.00)	\$100.00
	Gifts	0.00				
	Miscellaneous	0.00				
	Parking	0.00				
	Postage	0.00				
	Printing	0.00	(100.00)	(100.00)	(100.00)	
	Prizes	0.00				
	Software	0.00				
	Speakers	0.00				
	Supplies	0.00				
	TCTC	0.00				
	Website	0.00				
TOTAL EXPENSE		0.00	(1,800.00)	(1,800.00)	(1,600.00)	
NET INCOME (LOSS)		0.00	(\$1,800.00)	(\$1,800.00)	(\$1,600.00)	\$200.00

CERTIFICATION

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Vice-President/Officer:	Amanda Zibella
First Alternate:	Jill Flinton
Committee Members:	Lori Vaccaro, Jill Flinton, Kimberly McDonough

PRIORITIES FOR THE YEAR

Priority	Alignment with SP (Yes/No)	Target Completion Date	Person Responsible
Continue to offer assistance & support to interested individuals pursuing the CGFM <ul style="list-style-type: none"> • New! GFM Training Course - Offer Six day GFM training course for members and non-members of AGA. • New! GFM Rebates - Offer \$100 'rebate' to AGA members who complete the six day GFM course, take and pass the three exams by May 31, 2005. (subject to vote by CEC) 	Yes	Oct 2005 June 30, 2006 (Encumber funds)	Amanda Amanda/ Brian G.
Loan of GFM Review Materials	Yes	January	Amanda
Promote CGFM - Encourage NYS agencies to recognize the CGFM in hiring/promotion process	Yes	Ongoing	Amanda
Coordinate panel discussion of various professional designations.	Yes	Spring 2006	Amanda & Committee
Promote CGFM at Colleges - with Membership on pursuing college students and faculty for becoming CGFMs.	Yes	Ongoing	Amanda & Committee
Encourage CGFM renewal	Yes	Dec. 2005	Amanda & Committee
Recognize new CGFMs	Yes	June 2006 Event	Committee

PLAN DETAILS

Details	Timing	Person Responsible
GFM Training Course to be held Sept 27-29 and Oct 18-20, 2005.	Oct 2005	Amanda & Committee
GFM Rebates will be paid to AGA NYCAP members that attend the GFM review course and pass the exam by May 31, 2006. Applications for reimbursement must be received by June 30, 2006.	June 2006	Amanda and Brian Gee
Promote CGFM - The Joint Committee for Professional Recognition sent out letters top 19 NYS agencies encouraging agencies to consider professional designation in their hiring/promotion process. Committee members are following up on letters with phone calls to gauge interest/support.	Fall 2005	Committee, AGA, IIA, IMA, ISACA, NYSSCPA, ACFE

Coordinate panel discussion AGA, IIA, IMA, ISACA, NYSSCPA, ACFE have expressed interest in participating in spring designation panel presentation. (Per National CPEs can be granted for presenters & attendees.)	Spring 2006	Amanda & Committee
Promote CGFM at Colleges – Coordinate events throughout year with Membership	Ongoing	Amanda & Committee
Loan CGFM Review Materials –Members may request study guide materials from committee to borrow for one month intervals.	Ongoing	Committee
Encourage CGFM Renewal - CGFM renewal reminders were sent in early 2005, subsequent follow-ups will be made in the late summer & early winter	December 2005	Amanda & Committee
Recognize new CGFM - New CGFMs will be recognized in newsletter & June award’s luncheon. Those who earn the CGFM will be awarded a AGA <u>Canvas Portfolio</u> (or similar logo product)	June 2006	Amanda

<u>NEEDS</u>		
Needs	Timing	Person Responsible
GFM Training Course will require:		
1. Class space (has already been donated by OSC at 110 State St).	9/27-29/05 10/19-21/05	Marty C.
2. \$15,000 to AGA national for instruction of 30 attendees. Additional \$160 per participants over 30; the maximum number is 35.	11/19/2005	Amanda/ Brian G.
3. Supplies expenses - \$1,000 for approx. 100 binders (3 binders per course/per person).	9/27-29/05 10/19-21/05	Amanda/ Brian G.
4. Food – \$400 Breaks for six days for GFM course.	9/27-29/05 10/19-21/05	Amanda/ Brian G.
5. Credit Card Trans Fees - \$500 processing fees.	7/1- 10/18/05	Amanda/ Brian G.
6. Miscellaneous expenses - \$50 any additional costs incurred.	7/1- 10/20/05	Amanda/ Brian G.
GFM Rebates – (up to 35) - \$100 rebates to members who earn certification	6/30/2006	Amanda/ Brian G.
Loan of GFM Review Materials - \$85 to purchase 1 copy of study guide #1 to lend to CGFM candidates.	January	Amanda
Coordinate Panel Discussion - \$150 is approx. AGA’s portion of the costs of hosting the event at a local hotel/conference center.	February*	Amanda & Committee
Encourage CGFM Renewal – reminder to members of expiration of certification credentials.		Amanda Ann Marsh

Committee Overhead: <ul style="list-style-type: none"> • Parking - \$10, parking fees may be incurred if CGFM Committee meetings are held in downtown Albany. • Postage - \$20, mail to colleges to promote the CGFM & to CGFMs who are late paying yearly CGFM renewals fees. (Note we use email as much as possible for this.) • Printing - \$40, we have prepaid copying at the UPS Store in Guilderland NY (approximately \$50). 	N/A	N/A
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* Tentative. * V.P. is reviewing possible changes. Will speak to other associations.

<u>MEASURING PERFORMANCE</u>	
Performance Indicator	Reference to SP or CRP
Increase the # of individuals who have successfully completed the CGFM examination.	SP
GFM Training Course <ul style="list-style-type: none"> • 90% or more of seats sold. • Attendee rating of 4.0 or higher (scale of 5) 	Neither CRP
Panel Discussion <ul style="list-style-type: none"> • 50 or more attendees. 	
Loan CGFM Review Materials <ul style="list-style-type: none"> • 5 requests • Materials continuously on loan 	Neither
Encourage CGFM renewal - 75% retention of CGFMs	CRP

CERTIFICATION						
		2004/05 (Thru 5/10/05)	2004/05 Budget	2004/05 \$ Over Budget	2005/06 Proposed Budget	△ Budgeted Net Income 04/05 - 05/06
INCOME						
	Interest Revenue	\$0.00				
	Misc Income	0.00				
	Other Revenue	0.00				
	Program Revenue				\$15,850.00 ²	\$15,850.00
	Prepayment Discount	0.00				
	Program Revenue - Other	0.00			4,400	+\$4,400.00
	Total Program Revenue	0.00				
	Sponsorship Revenue	0.00				
	TCTC Revenue	0.00				
	TOTAL INCOME	0.00			20,250.00	
EXPENSE						
	/R Write Off	0.00				
	Awards ³	0.00	(500.00)	(500.00)	(2,000.00)	(1,500.00)
	CC Trans Fees	0.00			(500.00)	(500.00)
	Chapter Development	0.00				
	Donations	0.00				
	Facilities	0.00			(150.00)	(150.00)
	Food	0.00	(50.00)	(50.00)	(400.00)	(350.00)
	Gifts	0.00	(100.00)	(100.00)		(100.00)
	Miscellaneous	0.00			(50.00)	(50.00)
	Parking	6.00	(20.00)	(14.00)	(10.00)	10.00
	Postage	1.43	(45.00)	(43.57)	(20.00)	25.00
	Printing	0.00			(40.00)	(40.00)
	Prizes	0.00				
	Software	0.00				
	Speakers	0.00			(15,000.00)	(15,000.00)
	Supplies	(193.98)	(275.00)	(81.02)	(1,015.00)	(710.00)
	TCTC	0.00				
	Website	0.00				
	Total Expense	(201.41)	(990.00)	(788.59)	(19,255.00)	
	NET INCOME	(\$201.41)	(\$990.00)		\$1,065.00	\$2,055.00

² Budget projections for the GFM course based on 30 attendees.

³ Budget projection for GFM rebates are based on twenty recipients.

COMMUNICATION

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

PRIORITIES FOR THE YEAR

Priority	Alignment with SP (Yes/No)	Target Completion Date	Person Responsible
Prepare and distribute newsletters for Chapter Members. This may be done through hard copy , electronic copy, or both. There should be at least five newsletters during the program and more often if circumstances require.	Yes	Ongoing	Roger Mazula
Propose a method for evaluating the need for a hard copy newsletter to the CEC. <i>Note: Web pages need to reformatted if new vendor cannot provide good data on page hits.</i>	No	October CEC	Roger Mazula/ Laura Brown
Complete review by and make recommendation to CEC at February meeting. Goal is to reach decision before TCTC (in the event of a change, it can be announced at the TCTC).		February CEC	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	Yes	Ongoing	Membership VP
Provide services to other CEC Vice Presidents who need to communicate with members and others.	Yes	Ongoing	Roger Mazula & Laura Brown

PLAN DETAILS

Details	Timing	Person Responsible
Our Chapter’s newsletter publication and distribution has traditionally been done by hard copy, mailed to members. This requires the cost of printing and mailing. Five issues last program year cost about \$4,200 to print and \$500 to mail. The cost will increase in the 2005-06 program year because we have more than 100 additional members who joined recently. During the 2004-05 program year, the newsletter was posted in electronic form on our Website and we notified our members about its availability. Although we do not have statistics to determine how often these newsletters were accessed, there is a growing trend among other AGA chapters to distribute newsletters electronically. I propose	Ongoing	Roger Mazula

we eliminate the paper newsletter. Alternatively, the paper copy of the newsletter can continue another year. However, additional volunteers are needed to help with the mailing process.		
Reporters from the various Officers and Vice President's Committees should routinely submit information to the newsletter editor showing developments in their area.	Ongoing	All CEC Officers and Vice Presidents
The Chapter's Internet website will be revised. The webmaster will keep the website up-to-date by posting relevant information timely.	Ongoing	Laura Brown
The Communications Committee will work closely with other Chapter 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. 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 these activities should be part of the respective area budgets.	Ongoing	Roger Mazula, Laura Brown and Vice Presidents

NEEDS

Needs	Timing	Person Responsible
Volunteers are needed to work with the newsletter editor in mailing hard copy newsletters (if applicable). 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
New Internet development software may be needed and possibly a new Internet service provider as well.	October	Laura Brown
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.	October	Vice President for Membership

MEASURING PERFORMANCE

Performance Indicator	Reference to SP or CRP
Prepare and distribute at least five newsletters to Chapter members	SP
Notify members and a select group of nonmembers by e-mail of every program event during the year.	SP

COMMUNICATION							
			2004/05 (Thru 5/10/05)	2004/05 Budget	2004/05 \$ Over Budget	2005/06 Proposed Budget	△ Budgeted Net Income 04/05 - 05/06
	INCOME						
		Interest Revenue	0.00				
		Misc Income	0.00				
		Other Revenue	0.00				
		Program Revenue					
		Prepayment Discount	0.00				
		Program Revenue – Other	0.00				
		Total Program Revenue	0.00				
		Sponsorship Revenue	0.00				
		TCTC Revenue	0.00				
		TOTAL INCOME	0.00				
	EXPENSE						
		A/R Write Off	0.00				
		Awards	0.00				
		CC Trans Fees	0.00				
		Chapter Development	0.00				
		Donations	0.00				
		Facilities	0.00				
		Food	0.00				
		Gifts	0.00				
		Miscellaneous	0.00				
		Parking	0.00				
		Postage	(427.33)	(500.00)	72.67	(650.00)	(150.00)
		Printing	(4,116.22)	(4,000.00)	(116.22)	(4,150.00)	(150.00)
		Prizes	0.00				
		Software	0.00	(300.00)	(300.00)	0.00	300.00
		Speakers	0.00				
		Supplies	0.00				
		TCTC	0.00				
		Website	(79.70)	(300.00)	(220.30)	(300.00)	0.00
		TOTAL EXPENSE	(4,623.25)	(5,100.00)	(476.75)	(5,150.00)	
		NET INCOME	(\$4,623.25)	(\$5,100.00)		(\$5,100.00)	\$0.00

COMMUNITY SERVICE

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Vice-President/Officer:	Ann Marsh
First Alternate:	Deborah Harrington and Karen Cushman
Committee Members:	Karen Cushman, Patrick Hall, Deborah Harrington, Thalia Davis

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 20	Committee
Communicate events to members through website, newsletter and e-mail.	Yes	Throughout year	Ann Marsh
Update newsletter's community service section. Including possibly spotlighting members' community service activities.	Yes	Throughout year	Ann Marsh
Obtain publicity for Community Service	Yes	Throughout year	Ann Marsh

PLAN DETAILS

Details	Timing	Person Responsible
Publicity – Write up a few sentences, with pictures, regarding chapter's accomplishments. Send to Roger, Laura and Nancy Varley. (e.g., Over 300 tax returns completed under VITA program).	TBD	Ann Marsh
Golf Tournament to Benefit Albany Medical Center Children's Hospital	July 8, 2005	Brian Gee
WMHT Membership Drive	August 2005	Ann Marsh
New! NY Giant's Ticket & Jet's Memorabilia Raffle to benefit Trinity Institute and Toys for Tots. Per 6/27 officer's meeting: \$100 minimum donation to each. We will give one raffle ticket to each person attending "Kick-off". Additional tickets will be priced \$1:1; \$2:3; \$5:10.	September & December	Jim Nellegar & Ann Marsh
Northeastern NY Food Pantries Collection/Raffle at Fraud Conf.	November 2005	Undetermined
Capital Holiday Lights at Albany Washington Park	December 2005	Undetermined
IRS Voluntary Income Tax Assistance. Also, put announcement out for next year's VITA program in November – January newsletters.	January to April	Wally Donnelly & Kirk

		Schazenbach
Valentine's and Cookies to Veterans	February 2006	Karen Cushman
Bowl-A-thon for Big Brothers & Big Sisters	March/April 2006	Ann Marsh
Hands on Capitaland	June 2005	Ann Marsh

NEEDS

Needs	Timing	Person Responsible
Participation	Throughout year	CEC
Encourage other members to participate	Throughout year	CEC

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 2000 community service CRP credits	CRP

COMMUNITY SERVICE

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			2004/05 (Thru 5/10/05)	2004/05 Budget	2004/05 \$ Over Budget	2005/06 Proposed Budget	△Budgeted Net Income 04/05 - 05/06
INCOME							
		Interest Revenue	0.00				
		Misc Income (raffle)	0.00			\$300	+300.00
		Other Revenue					
		Program Revenue					
		Prepayment Discount	0.00				
		Program Revenue - Other	0.00				
		Total Program Revenue	0.00				
		Sponsorship Revenue	0.00				
		TCTC Revenue	0.00				
TOTAL INCOME						\$300.00	\$300.00
EXPENSE							
		A/R Write Off	0.00				
		Awards	0.00				
		CC Trans Fees	0.00				
		Chapter Development	0.00				
		Donations	(600.00)			(800.00) ⁴	(200.00)
		Facilities	0.00				
		Food	0.00				
		Gifts	0.00				
		Miscellaneous	0.00	Giant	tickets	(300.00)	(300.00)
		Parking	0.00				
		Postage	0.00				
		Printing	0.00				
		Prizes	0.00				
		Software	0.00				
		Speakers	0.00				
		Supplies	(100.00)				
		TCTC	0.00				
		Website	0.00				
TOTAL EXPENSE			(700.00)				
NET INCOME			(\$700.00)			(\$800.00)	(\$100.00)

⁴ \$200 increase in donations is related to the raffle of football tickets. Our plan is donate net proceeds, but not less than \$100 to Trinity and Toys for Tots. Net proceeds will likely meet this obligation and not require AGA funding.

GOLF OUTING

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			2004/05 (Thru 5/10/05)	2004/05 Budget	2004/05 \$ Over Budget	2005/06 Proposed Budget	△ Budgeted Net Income 04/05 - 05/06
INCOME							
		Interest Revenue	0.00				
		Misc Income	0.00				
		Other Revenue	0.00	700.00	-700.00		-\$700.00
		Program Revenue					
		Prepayment Discount	0.00				
		Program Revenue - Other	0.00	2,640.00	-2,640.00	\$2,600.00	-\$40.00
		Total Program Revenue	0.00	2,640.00	-2,640.00	2,600.00	-\$40.00
		Sponsorship Revenue	0.00			450.00	+450.00
		TCTC Revenue	0.00				
		TOTAL INCOME	0.00	3,340.00	-3,340.00	3,050.00	-290.00
EXPENSE							
		A/R Write Off	0.00				
		Awards	0.00	250.00	(250.00)	0.00	250.00
		CC Trans Fees	0.00				
		Chapter Development	0.00				
		Donations	0.00	0.00	0.00	(550.00)	(550.00)
		Facilities	0.00			(1,600.00)	(1,600.00)
		Food	0.00	(2,990.00)	(2,990.00)	(800.00)	(2,190.00)
		Gifts	0.00				
		Miscellaneous	0.00				
		Parking	0.00				
		Postage	0.00				
		Printing	0.00				
		Prizes	0.00	(100.00)	(100.00)	(100.00)	0.00
		Software	0.00				
		Speakers	0.00				
		Supplies	0.00				
		TCTC	0.00				
		Website	0.00				
		TOTAL EXPENSE	0.00	(3,340.00)	(3,340.00)	(3,050.00)	\$290.00
NET INCOME			0.00	0.00		\$0.00	\$0.00

EDUCATION AND PROGRAMS

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Vice-President/Officer:	Linda Zinzow
First Alternate:	Jim Cox
Committee Members:	Mike Abbott, Eileen Chambers, Marty Chauvin, Jim Cox, Brian Gee, Randall Griffin, Ray Harris, Roger Mazula, Kirk Schanzenbach, Sandra Schleicher, Karen Stackrow, Amanda Zibella, Nancy Varley

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	August 10, 2005	Linda Zinzow
Communicate events to members through website, newsletter and e-mail.	Yes	Throughout year	Committee
Update newsletter's education and program section.	Yes	Throughout year	Linda Zinzow

PLAN DETAILS

Date & Time	Topic
June 20, 2005	AGA – Audio Conf – Govt Contract Auditing
September 15, 2005	Kickoff Breakfast
September 21, 2005	AGA – Audio Conf – Ethics How it impacts an organization
September 27 - 29, 2005	GFM Review Course 1 & 2
October 6, 2005	Emerging Issues in Auditing Panel
October 18-20, 2005	GFM Review Course 3
November 22, 2005	Fraud Seminar
December 7, 2005	AGA – Audio Conf. – Identity Theft
December 15, 2005	Holiday Luncheon
January 25, 2006	Technology Seminar
March 1, 2006	AGA – Audio Conf – SOX Future of Auditing
March 13-15, 2006	The Conference that Counts
April, 2006	Luncheon Speaker – Internal Fraud
June 7, 2006	Business Meeting

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 40 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

TCTC 2006

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			2004/05 (Thru 5/10/05)	2004/05 Budget	2004/05 \$ Over Budget	2005/06 Proposed Budget	△ Budgeted Net Income 04/05 - 05/06
INCOME							
		Interest Revenue	0.00				
		Misc Income	0.00				
		Other Revenue	0.00				
		Program Revenue					
		Prepayment Discount	0.00				
		Program Revenue - Other	38,999.96				
		Total Program Revenue	38,999.96				
		Sponsorship Revenue	0.00				
		TCTC Revenue	0.00	\$33,000.00	\$5,999.96		
		TOTAL INCOME	38,999.96	33,000.00	5,999.96		
EXPENSE							
		A/R Write Off	0.10				
		Awards	0.00				
		CC Trans Fees	0.00				
		Chapter Development	0.00				
		Donations	0.00				
		Facilities	0.00				
		Food	0.00				
		Gifts	0.00				
		Miscellaneous	0.00				
		Parking	0.00				
		Postage	0.00				
		Printing	0.00				
		Prizes	0.00				
		Software	0.00				
		Speakers	0.00				
		Supplies	0.00				
		TCTC	(27,466.88)	(23,000.00)	(4,466.88)	Financial goals adopted at August CEC. Budget details due after 8/23/05 meeting.	
		Website	0.00				
		TOTAL EXPENSE	(27,466.98)	(23,000.00)	(4,466.98)		
NET INCOME			\$11,532.98	\$10,000.00		\$10,000.00	\$0.00

CHAPTER EDUCATION AND PROGRAMS

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			2004/05 (Thru 5/10/05)	2004/05 Budget	2004/05 \$ Over Budget	2005/06 Proposed Budget	△ Budgeted Net Income 04/05 - 05/06
INCOME							
		Interest Revenue					
		Misc Income					
		Other Revenue					
		Program Revenue	\$18,621.65	\$18,291.00	\$330.65		
		Prepayment Discount	(2,718.35)				
		Program Revenue - Other					
		Total Program Revenue	15,903.30	18,291.00	-2,387.70		
		Sponsorship Revenue	0.00				
		TCTC Revenue	0.00				
		TOTAL INCOME	15,903.30	18,291.00	-2,387.70		
EXPENSE							
		A/R Write Off	(124.31)				
		Awards	0.00				
		CC Trans Fees	(369.06)	(575.00)	(205.94)		
		Chapter Development	0.00				
		Donations	0.00				
		Facilities	(3,292.17)	(1,175.00)	(2,117.17)		
		Food	(6,732.61)	(8,320.00)	1,587.39		
		Gifts	(430.84)	(425.00)	(5.84)		
		Miscellaneous	(111.65)				
		Parking	0.00				
		Postage	0.00	(100.00)	100.00		
		Printing	(72.80)	(650.00)	577.20		
		Prizes	0.00				
		Software	0.00				
		Speakers	(1,225.99)	(2,375.00)	1,149.01		
		Supplies	(358.71)	(260.00)	98.71		
		TCTC	0.00				Financial goals adopted at August CEC. Budget details due after 8/23/05 meeting.
		Website	0.00				
		TOTAL EXPENSE	(12,718.14)	(13,880.00)			
NET INCOME (LOSS)			\$3,185.16	\$4,411.00		\$5,000.00	

HOLIDAY LUNCH

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			2004/05 (Thru 5/10/05)	2004/05 Budget	2004/05 \$ Over Budget	2005/06 Proposed Budget	Δ Budgeted Net Income 04/05 - 05/06
INCOME							
		Interest Revenue	0.00				
		Misc Income	0.00				
		Other Revenue	0.00				
		Program Revenue					
		Prepayment Discount	0.00				
		Program Revenue - Other	\$312.50	162.00	150.50		
		Total Program Revenue	312.50	162.00	162.00	\$300.00	\$138.00
		Sponsorship Revenue	0.00				
		TCTC Revenue	0.00				
		TOTAL INCOME	312.50	162.00	150.50	300.00	
EXPENSE							
		A/R Write Off	0.00				
		Awards	0.00				
		CC Trans Fees	1.68				
		Chapter Development	0.00				
		Donations	0.00				
		Facilities	0.00				
		Food	(507.61)	(325.00)	(182.61)	(500.00)	(175.00)
		Gifts	0.00				
		Miscellaneous	0.00				
		Parking	0.00				
		Postage	0.00				
		Printing	0.00				
		Prizes	0.00				
		Software	0.00				
		Speakers	0.00	(125.00)	125.00	(200.00)	(75.00)
		Supplies	0.00				
		TCTC	0.00				
		Website	0.00				
		TOTAL EXPENSE	(509.29)	(450.00)		(700.00)	
		NET INCOME	(\$196.79)	(\$288.00)		(\$400.00)	(\$112.00)

MEMBERSHIP

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Vice-President/Officer:	Sandra Schleicher
First Alternate:	Suzanne Trzcinski
Committee Members:	Thalia Davis, Anne Marie Miller, Daniel Towle, Suzanne Trzcinski, Nicole VanHosen

PRIORITIES FOR THE YEAR

Priority	Alignment with SP (Yes/No)	Target Completion Date	Person Responsible
Meet National's recruitment goals – 403 Retained members	Yes	Thru 4/06	Mem. Com
Meet National's recruitment goals – 492 active members	Yes	Thru 4/06	Mem. Com
Meet National's recruitment goals – 89 new members*	Yes	Thru 4/06	Mem. Com
Contact suspended members	Yes	Summer 2005	Patrick Hall
New! Identify underrepresented groups for recruitment and present plan to CEC that includes incentives.	Yes	October 2005	Thalia Davis
Recruit students & faculty from local colleges	Yes	Thru 4/06	Mem. Com
Work with Socialization, Education & CGFM committees on recruitment	Yes	Thru 4/06	Mem. Com
Recruit non-members attending AGA events and monitor attendance at events for potential ADVANTAGE participants (e.g. cost benefit)	Yes	Thru 4/06	Mem. Com
Recruit local government workers	Yes	Thru 4/06	Mem. Com
Encourage existing/new members more to be more active in the chapter	Yes	Thru 4/06	Mem. Com
The Membership Vice President will provide membership information for the annual Membership Listing and will maintain a current list of accurate e-mail and postal addresses.	Yes	Ongoing (note: this needs to be moved to the procedures manual)	Sandra S.

PLAN DETAILS

Details	Timing	Person Responsible
Survey suspended members	Summer 2005	Patrick Hall
“Kick off Breakfast”	Sept. 2005	Mem. Com
Host Breakfast Series: “How Did I Get to be Me”	Thru 4/06	Mem. Com
Contact NYS Affirmative Action Counsel	Sept. 2005	Thalia Davis

Attend college classes & present AGA benefits to students & faculty	Thru 4/06	Mem. Com
Hold round table event with new members and Officers to invite members to become more active in the chapter	Spring 2006	

<u>NEEDS</u>		
Needs	Timing	Person Responsible
Assistance from Treasurer or Registrar to obtain registration lists. Assistance from Officers/areas to coordinate events.	Summer/Sept Thru 4/06	Eileen Chambers

<u>MEASURING PERFORMANCE</u>	
Performance Indicator	Reference to SP or CRP
Use National's GAR report and Member's Only website to monitor growth	SP
Review Evaluation Forms to determine attitudes of members (retention)	SP

MEMBERSHIP							
			2004/05 (Thru 5/10/05)	2004/05 Budget	2004/05 \$ Over Budget	2005/06 Proposed Budget	△ Budgeted Net Income 04/05 - 05/06
INCOME							
		Interest Revenue	0.00				
		Misc Income	675.00				
		Other Revenue	0.00				
		Program Revenue					
		Prepayment Discount	0.00				
		Program Revenue - Other	560.00	1,600.00	-1,040.00	600.00	-\$1,000.00
		Total Program Revenue	560.00	1,600.00	-1,040.00	600.00	
		Sponsorship Revenue	0.00				
		TCTC REVENUE	0.00				
		TOTAL INCOME	1,235.00	1,600.00	-365.00	600.00	
Expense							
		A/R Write Off	0.00				
		Awards	0.00	(100.00)	-100.00	(100.00)	0.00
		CC Trans Fees	(4.00)				
		Chapter Development	0.00			(270.00) ⁵	(270.00)
		Donations	0.00				
		Facilities	0.00	0.00	0.00		
		Food	(1,574.82)	(2,662.50)	-1,087.68	(1,500.00)	1,162.50
		Gifts	0.00	(100.00)	-100.00	(100.00)	0.00
		Miscellaneous	(280.00)			0.00	280.00
		Parking	0.00				
		Postage	(112.95)	(200.00)	-87.05	(100.00)	100.00
		Printing	0.00				
		Prizes	(150.00)			(200.00)	(50.00)
		Software	0.00				
		Speakers	0.00				
		Supplies	(14.26)			(50.00)	(50.00)
		Website	0.00				
		TOTAL EXPENSE	(2,136.03)	(3,062.50)		(2,470.00)	
		NET INCOME	(\$901.03)	(\$1,462.50)		(\$1,720.00)	(\$407.50)

PDC AND NLC APPROPRIATIONS

⁵ AGA memberships for underrepresented groups (if approved by CEC).

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PDC

Because AGA National’s Professional Development Conference (PDC) was held in July this year, our chapter budget for 2005-05 reflects two PDC conferences: 2004-05 and 2005-06. This convergence has created an unusual strain on chapter finances. Accordingly, we will be prudent in our budgeting for the 2006 PDC. We will revisit the 2006 PDC budget after in April 2006 after net income from programs (i.e., general education and TCTC), and the Chapter’s overall financial results, can be quantified.

2005 PDC	\$2,415.00 (actual)
2006 PDC	\$3,000.00
Net	\$5,415.00

NLC

We will not allocate any funds to the 2006 National Leadership Conference (NLC) at this time. We will revisit the 2006 NLC budget at the January CEC (NLC is held the first week of February) in light of year-to-date financial results.