



**A**ssociation of **G**overnment **A**ccountants

**Administrative Plan**  
**Chapter Year 2016 – 2017**

Robin Burkhart, President

Felicia Hubble, President-Elect

Ami Patel, Past-President

Carol Blecha, Secretary

Vacant, Treasurer



## **Administrative Plan**

**Objectives:** Maintain an effective governance structure. Utilize chapter financial resources in the best interest of its membership.

**Strategy1: Develop and implement annual chapter objectives and strategies with the National Chapter Recognition Program to provide premier professional development opportunities and services to our members.**

- ② Develop individualized plans for Administration, CGFM, Community Service, Education, Membership, and Early Careers.

**Strategy 2: Annually review the policy and procedures manual and revise as necessary.**

- ② Ensure the current operations of the Chapter are reflected in the policy and procedures manual.
- ② Once approved, the CEC will ensure the chapter operates according to the policies and procedures.

**Strategy 3: Communicate roles and responsibilities to the members of the Chapter Executive Committee and other committees.**

- ② Prior to July 1, discuss the role and responsibilities of each member of the Chapter Executive Committee.

**Strategy 4: Develop and implement guidance regarding relationships with other associations, National AGA, and other chapters.**

- ② Communicate with Regional team via Regional Coordinator preferences.
- ② Develop a relationship with the Institute of Internal Auditors (IIA) chapter.
- ② Strive to achieve the maximum points that can be awarded by the National Chapter Recognition Program.

**Strategy 5: Report the Chapter's accomplishments to the membership.**

- ② Summarize accomplishments of the Chapter throughout the year, including the number of CPE offered, community service events, etc.
- ② Submit the report to National.

**Strategy 6: Prepare an annual budget that defines how Chapter funds will be deployed for the fiscal year.**

- ② Strive for a net fund balance sufficient to cover major educational events for one year.

**Strategy 7: Ensure that systems of internal control are adequate to protect and safeguard Chapter assets and data to help ensure compliance with laws and regulations.**

- ② Annually review the internal controls to ensure adequate safeguards exist.
- ② Review findings made by the independent review team and implement recommendations as deemed necessary by the CEC.

**Strategy 8: Monitor the Chapter's financial condition.**

- ② Produce monthly financial summary documents and analyses for presentation at the CEC meetings.
- ② Publish the monthly financial statements in the Chapter newsletter and website.
- ② Complete and submit the Form 990, 1099's and other IRS forms.

**Strategy 9: Establish the independent review team to review transactions for internal control compliance.**

- ② Recruit Chapter members to form the independent review team.
- ② The Treasurer will provide the year's financial files to the independent review team.
- ② The independent review team will report recommendations to Chapter Executive Committee

**Strategy 10: Prepare the annual membership points that incorporate the members' involvement in the Chapter events.**

- ② Report quarterly the names and scores of the ten members who have accumulated the highest points in the Chapter newsletter and website.