

**MINNESOTA SECTION 1203  
AMERICAN SOCIETY FOR QUALITY  
SECTION POLICY**

<b>POLICY NUMBER: MSP-F-008</b>	<b>SUBJECT: Section Budget Management</b>
<b>ORIGINATION DATE: 9/15/99</b>	<b>ACCOUNTABILITY: Section Treasurer</b>
<b>APPROVAL DATE: 10/5/99</b>	<b>APPROVAL BY:</b>
<b>REVISION DATE: 5/2/02</b>	<b>PAGE NO: 1 OF 2</b>

**1.0 OBJECTIVE**

- 1.1 The objective of this policy is to define practices for managing out of budget expenses and budget items in excess of \$3,000 per annum within the Section.

**2.0 RELATED POLICIES AND PROCEDURES**

- 2.1 The Bylaws of the American Society for Quality.
- 2.2 The Bylaws of the Minnesota Section of the American Society for Quality.

**3.0 SUPERSEDES**

- 3.1 MSP-F-008 approved 10/5/99

**4.0 SCOPE**

- 4.1 This policy is applicable throughout the Section. The Section Executive Board, its officers, and Section member units will utilize the Section's budget management system as described herein.
- 4.2 This policy is applicable to Subsections, Task Groups, Student Branches, special committees and other units of the Minnesota Section who may utilize the Section's budget management system.

**5.0 TERMS AND DEFINITIONS**

- 5.1 Section: The term Section shall apply to all entities of the organization chartered as Minnesota Section 1203 - American Society for Quality.
- 5.2 Member Units: This policy refers to all organizations defined in Section 4.2 above.

**6.0 OUT OF BUDGET EXPENSES**

- 6.1 Defined as expenses beyond 10% of the Section Plan Budget. Such expenses must be submitted for review and approved by the Section Executive Board at its regular monthly Executive Board meeting.

**7.0 BUDGET ITEMS IN EXCESS OF \$3,000 PER ANNUM**

- 7.1 Budgeted items in excess of \$3,000 per annum shall be reviewed annually, during budget preparations, by the Section Chair, Section Treasurer, and the responsible Section Executive Board member.

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- 7.1.1 Any item of \$3,000 or more per annum, shall be assessed for its value to the membership of the Section and its impact to the Section's financial stability.

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**8.0 APPROVAL**

8.1 Approved by the Minnesota Section ASQ Executive Board:

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Section Chair

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Section Secretary

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Date