Protecting our water environment through education and training.

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Fx: 510.382.7810
www.cwea.org
USING THE CONTROL PANEL

Once you have joined the Webinar you will see the Attendee Control Panel and Grab Tab. The Control Panel contains panes that can be expanded or collapsed by clicking the +/- on the left side of each pane.

Note: Viewing the Attendee List, raising your hand and asking questions are only available if the organizer has enabled these features.

- Attendee List (viewable only if organizer has enabled) (a)
- Grab Tab – Click arrow to open/close Control Panel. Click square to toggle Viewer Window between full screen/window mode. Click hand icon to raise/lower hand. Click mic icon to mute/unmute your audio (if organizer has enabled) (b)
- Audio pane – Select audio format. Click Audio Setup to select Mic & Speakers devices (c)
- Questions pane– If turned on by an organizer, attendees can submit questions and review answers. Broadcast messages to attendees will also show here (d)
- Type your question and click Send to submit it to the organizer (e)
- Webinar details – Provided for quick reference (f)
Webinar Overview

• Treasurer role
• Reporting responsibilities
• Reporting template
• Updates to financial policies and procedures
Michael Flores  
CWEA State Board Treasurer  
michael.flores@hdrinc.com

Kevin Rogers  
CWEA CFO  
krogers@cwea.org

Jeff Tucker  
CWEA State Board  
Incoming Treasurer  
jtucker@napasan.com

Renu Pal  
CWEA Financial Manager  
rpal@cwea.org
Treasurer is an Important Role!

Critical link between your Local Section and the CWEA State Board.

Key role in supporting CWEA State Board in meeting their fiduciary responsibilities.
Treasurer’s Reporting Responsibilities

• Budget - Fiscal Year 17-18

• Monthly Financial Reports
  ✓ Electronic version (i.e. Excel file) of Reporting Template
  ✓ Invoices/Receipts
  ✓ Check Request Forms
  ✓ Check Images (request bank to send images with statement)
  ✓ List of attendees for meal & Ent. expenses
  ✓ List of all gifts/prizes & recipients list
  ✓ Deposit receipts / description of cash received
  ✓ Check Register

• Bank Statement Reconciliation
### Local Section Annual Budget

(name of Local Section)

FY17-18

* Due to CwEA by April 30

<table>
<thead>
<tr>
<th>Expense Description</th>
<th>General</th>
<th>Training Events</th>
<th>Study Sessions</th>
<th>Conferences</th>
<th>Annual Banquet</th>
<th>Dinner Meetings</th>
<th>Golf Tournament</th>
<th>Picnic</th>
<th>Board Direct.</th>
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<td><strong>EXPENSE TOTALS</strong></td>
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**Main Budget Document**
Local Section Monthly Financial Report
(name of Local Section)
FY17-18
JULY

<table>
<thead>
<tr>
<th>REVENUE</th>
<th>TOTALS</th>
<th>General</th>
<th>Training Events</th>
<th>TCP Study Sessions</th>
<th>Conferences</th>
<th>Annual Banquet</th>
<th>Dinner Meetings</th>
<th>Golf Tournament</th>
<th>Picnic</th>
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</tbody>
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Checking Beginning Balance: $ -
Standard Monthly Reporting Template

Local Section Monthly Financial Report
(name of Local Section)

FY17-18
JULY

<table>
<thead>
<tr>
<th>Revenue</th>
<th>General</th>
<th>Training Events</th>
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</tbody>
</table>

| Revenue Totals | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |

| Expense | Mailing / Postage | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
|         | Printing          | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
|         | Awards            | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |

| Expense Totals | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |

| Net Income (Loss) | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |

Instructions | Bank Reconciliation | Main Budget Document | Variance | July | August | September | October | November | December | January |

Prepared By:

Ending Balance should match bank statement

First month of new FY

Use July Bank Statement

Checking Beginning Balance
Other key financial policy items

- Checks above $500 require two Signatures
- Provide copies of all signed contracts
- Annually provide a list of assets (e.g. laptop)
- Oral report for payments over $5,000
- Maximum of 2 LS officers on bank accounts + Executive Director
- Approval needed by Executive Director to change banks
- Notification within 10 days of any bank signatory changes
FP-104 Update

Financial Policies and Procedures for Local Section Finances

11/3/2016
• Update long overdue
• Addresses use of new technologies
• Reduces risk to LS and CWEA
• Improves ability to meet fiduciary responsibilities
• Increases accountability
• Clarifies non-compliance outcomes
## Key Updates to FP104

### Bank Accounts
- One account per section
- Current accounts grandfathered
- CD accounts not renewed

### Online Access
- CWEA needs online access for proper internal controls
- May require migration to ED-approved bank

### Debit/Credit Cards
- No debit/credit cards unless banking with ED-approved bank

### Merchant Accounts
- Allowed when at ED-approved bank
Key Updates to FP104

- **Use of PayPal**
  - No use of PayPal
  - Work with CWEA staff for alternate solution

- **Unbudgeted Disbursements**
  - Require written request for approval when over $1,000

- **Signature Authority**
  - Reconciler cannot be signer
  - Checks above $500 require two signatures

- **Bookkeeping Support**
  - Available to all sections
  - Required for sections with record of late financial reporting
CWEA Provides Bookkeeping Support

• 5 Local Sections
• Proven results
  – Reduces administrative burden
  – Eliminates reporting compliance issues
  – No issues with “ownership”
Roles with Bookkeeping Service

**LS Board/Treasurer**
- Develop & oversees annual budget
- Make deposits for local events

**CWEA bookkeeping staff**
- Process check requests
- Reconcile bank account
- Compile monthly financial report...send to LS
- Monthly ACH of dues
Previous Policy Triggering Bookkeeping Support

Months Behind

Due Date

Grace Period
CWEA staff sends reminder to LS Treasurer

ED notifies LS President and LS Treasurer
Given 30 days to rectify

If still late, then basis provided for transitioning bookkeeping

2 Months Late in Financial Reporting

Requires multiple decisions from OPS, EC, ED, and staff.

Requires significant labor hours from staff and volunteers to enforce.
New Policy Includes Three Pathways to Bookkeeping Support

- Opt-In
- 3 Months Late
- On-Going Lateness Trend

Bookkeeping Support
Local Sections Can Request CWEA Bookkeeping Support

- Transition coordinated between LS and CWEA staff
- No BOD or OPS approval required
Local Sections Can Opt Out of CWEA Bookkeeping Support

- After 2 full years of support
- LS Board majority decision

LS Opt Out Request → OPS Approves/Rejects → LS can Appeal to EC
Financial Reporting is Important

- Protects you as the Treasurer
- Protects your fellow volunteers
- IRS Requirement
Timeliness of Reporting is Important

• Takes longer to catch up than to keep up
• Late reports has impacts
  – More lost documents
  – Wastes volunteer and staff time
    • 10 to 12 people on OPS Committee call
    • Staff and volunteer follow-up communications
    • Liaison involvement
Poor Reporting Performance Triggers
Bookkeeping Support – January Example

Due Feb EOM

Delivered any day in
March

Delivered any day
in April

Delivered any day
in May

Delivered any day
in June

0

1

2

3

Grace Period

January

February

March

April

May

June

Financial Activity

Prepare Report

Months Behind
Proposed Policy for Late LS Financial reporting to trigger bookkeeping support

**Grace Period**
CWEA staff sends reminder to LS Treasurer

**Months Behind**
- **0**
  - CWEA staff notifies LS Treasurer & CWEA Treasurer
  - CWEA Treasurer forwards summary of compliance policy and contacts LS President to verify understanding.
- **1**
  - CWEA staff notifies LS Treasurer, CWEA Treasurer & CFO
- **2**
  - CWEA staff notifies LS Treasurer, CWEA Treasurer & CFO
  - CWEA Treasurer notifies LS Board of situation, compliance policy, and potential timeline for transition of bookkeeping.
- **3**
  - CWEA staff notifies CWEA Treasurer, CFO & ED
  - CWEA Treasurer notifies LS Board of timeline for transition of bookkeeping.

Provides an additional month for LS to rectify situation.

Immediate action from OPS, staff, and ED.

Reduced labor to enforce.
On-going Trend in Late Financial Reporting will also trigger bookkeeping support

<table>
<thead>
<tr>
<th>Month</th>
<th>Reporting-Months Behind</th>
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<tbody>
<tr>
<td>July</td>
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<td>August</td>
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<td>September</td>
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<tr>
<td>January</td>
<td>0</td>
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<tr>
<td>February</td>
<td>2</td>
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</table>

Total Reporting-Months Behind: 9
On-going Trend in Late Financial Reporting will also trigger bookkeeping support

<table>
<thead>
<tr>
<th>Month</th>
<th>Reporting-Months Behind</th>
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<tbody>
<tr>
<td>July</td>
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<td>March</td>
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Time to lend a helping hand
Outreach with Board Insider

- 10/20 NRC & 10/27 SRC
- 11/3 SFBS Board meeting

Communicated changes

- 10/20 NRC & 10/27 SRC
- 11/3 SFBS Board meeting

Developed final draft policy

Incorporated Board feedback

January BOD
Discussed key concepts

April BOD
Updated on remaining concepts

June BOD
Budget and policy alignment

October BOD
Reviewed draft policy

January BOD
Voted on final draft
FP104 Transition Timeline

January
- Approved FP-104 Update
- Treasurer Webinar
  - Transmit updated policy
  - Clarification calls (if needed)

February
- Monitor reporting performance
- Communicate policy as needed

March

April
- New policy in full effect

Transition Complete
Who can help...

stuck?

Renu Pal
CWEA Financial Manager
rpal@cwea.org

Your CWEA Board Liaison

Michael Flores
CWEA State Board Treasurer
michaelflores@hdrinc.com

Jeff Tucker
CWEA State Board Incoming Treasurer
jtucker@napasan.com

Kevin Rogers
CWEA CFO
krogers@cwea.org
Thank you!
Protecting our water environment through education and training.

California Water Environment Association