



## **FINANCIAL POLICIES AND PROCEDURES**

POLICY NUMBER: **FP-110**  
SUBJECT: **FINANCIAL ADMINISTRATION OF CONFERENCES AND SEMINARS**  
EFFECTIVE DATE: April 24, 1991  
REVISION DATE: 6/22/91; 4/18/95; 1/27/96; 6/22/96; 1/30/99; 6/26/99; 4/16/00; 9/25/00; 9/19/01; 04/02/02, 4/22/03, 9/12/2004; 01/15/05; 04/29/14; 05/20/14  
APPROVED BY: CWEA Board of Directors/CWEA Executive Committee

---

### **POLICY**

To assure the financial accountability of Association conferences and seminars, the conference committees will follow the procedures approved by the Board of Directors and defined in the procedures section of this Policy. This policy shall apply to all conferences intended to draw attendance from a region or from the entire state, and shall include, but shall not be limited to: Annual Conferences; Regional Conferences; Safety Conferences and conferences currently sponsored by CWEA Committees, such as Pretreatment Pollution Prevention and Stormwater (P3S) and the Southern Sections Collections Systems Committee.

### **PROCEDURES**

1. Committees develop budgets with staff to meet parameters that are determined by the Board. If parameters are not met then committee brings variance recommendation to PPD/OPS for review and approval. Otherwise, if budget meets parameter no further approval is needed.
2. The Conference budget shall:
  - a. use the template provided by CWEA
  - b. include committee expenses meeting room and normal break refreshments.
  - c. include tours and other conference associated items. The Conference Committee may charge fees for tours to cover expenses, subject to approval by the Board.
  - d. be structured such that food and refreshments may be complimentary **only** if the event is open to all registered attendees. Examples would include icebreaker receptions and the Operations Challenge. The only exception to this policy is the invitation-only Reception at the Annual Conference, typically referred to as the Volunteer Appreciation Reception.
  - e. include an honorarium for the Local Section(s) sponsoring any Conference, as an acknowledgement of the volunteer effort contributed by Local Sections. The budgeted honorarium shall be \$1,200 per day of training plus \$250 for each pre-conference specialty workshop. For example, the honorarium for a two-day training with one pre-

conference specialty workshop would be \$2,650. This honorarium would be paid regardless of the conference proceeds. The honorarium shall be computed and payment issued to the Sponsoring Local Section(s) or Committee only upon completion of all financial records for the conference.

- f. include a list of the registration fees, including pre-registration, on-site registration, member and nonmember registration, manufacturer's exhibits, student and retiree registration fees, and any promotional pricing to enhance attendance and/or draw in new audiences.
  - g. include meal and room costs when applicable.
  - h. list the expected attendance along with the attendance required for the budget to break even.
  - i. include as a line item all souvenirs and gifts proposed for distribution to attendees of conferences. All items to be distributed shall be purchased through the CWEA office.
  - j. include line item expense for Conference Committee appreciation gifts and wrap-up meeting expenditures which shall not exceed a total of \$3,000 for the Annual Conference and \$1,500 for all regional conferences such as the Northern Safety Conference, and the Northern Regional Training Conference. Expenses shall not exceed the approved budgeted amount and must be calculated as a conference expense before the final honorarium is determined. Guidelines in the Conference Procedures and Information Binder must be followed for appropriate application of this procedure. Specialty conferences shall have no wrap-up meeting expenditures since volunteers working on specialty conference do not hold wrap-up events and do not offer appreciation gifts.
  - k. show a summary of the expected gross revenues and expenses for the events.
3. Staff shall prepare and submit budgets to the Operations Committee for approval for CWEA Specialty Conferences, and Joint WEF/CWEA Conferences.
  4. The Conference Committee shall follow the Guidelines in the Conference Procedures and Information Binder which include the process for payment of expenses and reimbursement for volunteers.
  5. The Executive Director or a staff designated by the Executive Director is responsible for collecting, reviewing, and submitting to the Treasurer for review, all final conference financial statements and reports.
  6. All fees for conference registration shall be paid in full at the time of pre-registration or on-site registration. Full payment may be made by credit card, personal check or company/agency check. Purchase orders are acceptable. Registrations received by CWEA without full payment or purchase order will not be processed. CWEA staff shall be responsible for contacting the sender by mail or email, for full payment or copy of purchase order. Language to this effect shall be included on all registration forms.
  7. Written cancellation notice shall be required, and must be received at least 30 days prior to the conference date. A 25% service fee shall be retained on all cancellations. No refunds shall be given for cancellations made less than 30 days prior to any conference. Language to this effect shall be included on all registration forms.
  8. All conferences which CWEA jointly sponsors shall require a written contract, detailing the respective responsibilities, liabilities and financial participation and expectations of all

---

parties, with such contract to be reviewed by the Executive Director, and signed by the Executive Director or the President.