



CW:EA

Annual Local Section Leader and Treasurer Training

February 5, 2026

PRESENTERS

KAITIE ZUSY
CWEA State Board
Treasurer



zusyke@bv.com

LUCIA DIAZ
CWEA State Board
Incoming Treasurer



ldiaz@ieua.org

PHIL MILLER
CWEA Staff
COO



pmiller@cwea.org



HOW TO ASK QUESTIONS

- Type your question into the chat field
- Speak up and ask during the question sections
- If you are having technical issues, use the chat button and the host will help resolve the issue
- *** If for any reason we can't answer every question due to time, we will track questions and email answers out afterwards ***

LEARNING OUTCOMES

- **Local Section (LS) Responsibilities, Procedures, Financial Policies**
- **Budgeting Process, Guidelines**
- **Accounting and Other Compliance Essentials**
- **Local Section Support, Benefits**
- **Accessing Help/Support**



CWEA'S MISSION STATEMENT

Empowering, educating, and connecting water professionals to protect public health and the environment



LOCAL SECTION OFFICERS

- Critical links between the local section and State Board
- Responsible for planning annual scope of work
- Responsible for budget planning and implementation
- Key role in supporting State Board to meet fiduciary responsibilities
- Responsible for engaging local section members and driving member value
- **Represent CWEA, your local section Board, and all local section/overall CWEA membership**



Credit: Kelly Sullivan

Financial Policies (FP) 104, 108 POLICIES

FP-108

RELATED PARTY ACTIVITIES/CONFLICT OF INTEREST

Section members CAN be paid by CWEA; however, we require proactive disclosure and independent prior approval by LS board to ensure there are no conflicts of interest for any related party transactions. This protects members, LS officers, and meets auditor requirements.

LOCAL SECTION OFFICERS

“No Local Section officer may contract with the same Local Section for provision of goods or services”

FP-104

The screenshot shows the CWEA website's navigation menu with options: LOG IN, MEMBERSHIP, EVENTS, ABOUT, CWEA, AWARDS, CAREERS, and CERTIFICATION. Below the menu is the 'CWEA DOCUMENTS' section with tabs for CONSTITUTION & BYLAWS, COMMITTEE BYLAWS, LOCAL SECTION BYLAWS, and CWEA POLICIES. The 'CWEA POLICIES' tab is active, displaying a list of 'Financial Policies'. A red arrow points to the link for 'FP 104: Local Section Finances'.

Financial Policies

- Internal Financial Procedures
- FP 101: Committee Finances
- FP 102: Conference Speaker's Expenses
- FP 104: [Local Section Finances](#)
- FP 105: WEF Conference Expenses
- FP 106: Physical Property Controls
- FP 107: Checking and Credit Card Accounts
- FP 108: Conflict of Interest
- FP 109: Finance, Budget, and Accounting Schedule
- FP 110: Financial Administration of Conferences and Seminars
- FP 111: Financial Investment Policy
- FP 112: Petty Cash Fund
- FP 113: Reserve Policy
- FP 114: Differential Prices of Products and Services
- FP 115: Student Conference Registration Fees
- FP 116: Kirt Brooks Memorial Water Environment Scholarship Fund Grant Appropriation

Other Policies

Financial policies and procedures for local sections

FP-104 KEY INFO - POLICY

LS boards
responsible
for financial
oversight and
management

LS must be
self-
sustaining

LS cannot
take on debt

LS cannot
use or apply
for a credit
card

FP-104 KEY INFO - BANKING

1 bank
account
per LS

2 LS
signers per
account

Can use
online
access,
debit
cards

Can
accept
credit card
payments
- Clover

OTHER KEY FINANCIAL INFO

Item	Action	Rationale
Contracts	Provide all signed contracts to state	Auditors WILL ask to see copies of contracts
Assets	Maintain active list of assets with FMV over \$500	Part of FP-104 (4.2.4)
W9s	Collect completed W9s for all 1099 recipients	Required by IRS

QUESTIONS?

CWEA

7677 Oakport Street Suite 1030 Oakland CA 94621
510.382.7800 | www.cwea.org



Credit: Kelly Sullivan

BUDGETING

BUDGETING VALUES



BUDGETING PROCESS



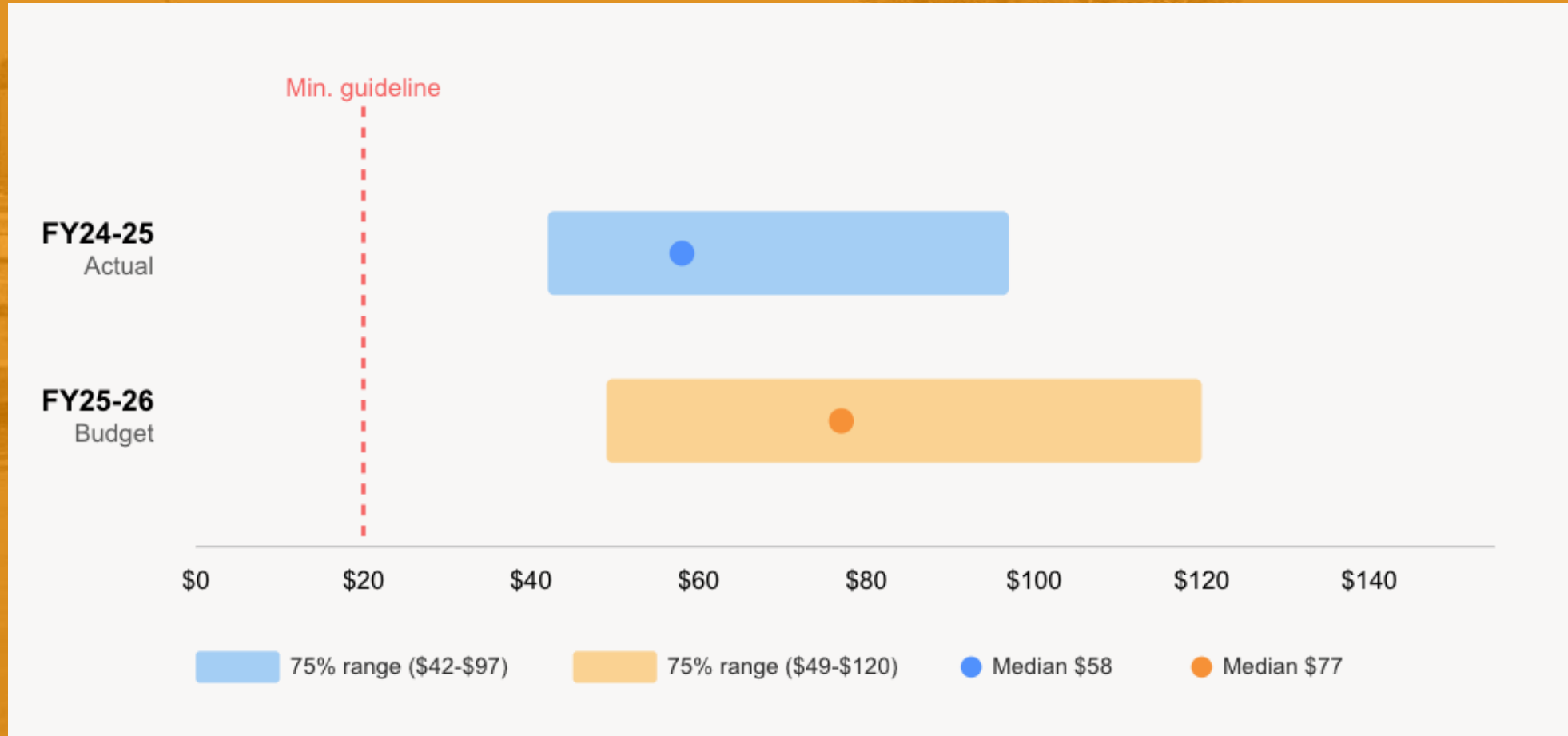
BUDGETING GUIDELINE – BANK ACCOUNT BALANCE

Final budget should have the HIGHER of:

- Year end bank account balance \geq 33% annual expenses
- Year end bank account balance \geq \$10,000

*Guideline designed to give LS more spending flexibility
AND ensure sufficient contingency and liquidity*

BUDGETING GUIDELINE – SPEND PER MEMBER



BUDGETING GUIDELINE – EVENT FREQUENCY

LS should run a minimum of 4 events/year (1x/quarter)

- At least 2 events should offer contact hours
- Ok for annual banquet to count as event
- Ok to partner with neighboring LS

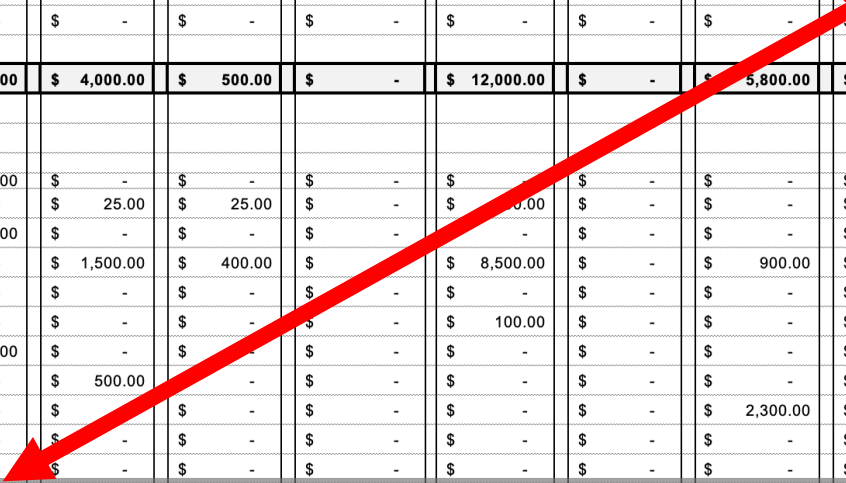
Budgeting - Step 2



Local Section Annual Budget Colorado River Basin Section FY25-26

	TOTALS	General	Training Events	TCP Study Sessions	Conferences	Annual Banquet	Dinner Meetings	Golf Tournament	Picnic	Board of Directors	Other	Other	Other
REVENUE													
Membership Dues	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Corporate Sponsorships	\$ 14,300.00	\$ -	\$ 4,000.00	\$ -	\$ -	\$ 8,500.00	\$ -	\$ 1,800.00	\$ -	\$ -	\$ -	\$ -	\$ -
Exhibitors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Participant Fees / Registrations	\$ 8,000.00	\$ -	\$ -	\$ 500.00	\$ -	\$ 3,500.00	\$ -	\$ 4,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Newsletter Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CWEA Honorariums	\$ 3,600.00	\$ 3,600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-Member Differential	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
REVENUE TOTALS	\$ 28,400.00	\$ 6,100.00	\$ 4,000.00	\$ 500.00	\$ -	\$ 12,000.00	\$ -	\$ 5,800.00	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENSE													
Mailing / Postage	\$ 75.00	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Printing	\$ 275.00	\$ -	\$ 25.00	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ 25.00	\$ -	\$ -	\$ -	\$ -
Awards	\$ 300.00	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Food / Beverage / Catering	\$ 13,700.00	\$ -	\$ 1,500.00	\$ 400.00	\$ -	\$ 8,500.00	\$ -	\$ 900.00	\$ 1,000.00	\$ 1,400.00	\$ -	\$ -	\$ -
Promotion / Marketing	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ -
Audio/Visual	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Technology	\$ 250.00	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Site / Location Rental	\$ 800.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ -
Golf Green Fees	\$ 2,300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,300.00	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Web Site Maintenance & Changes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

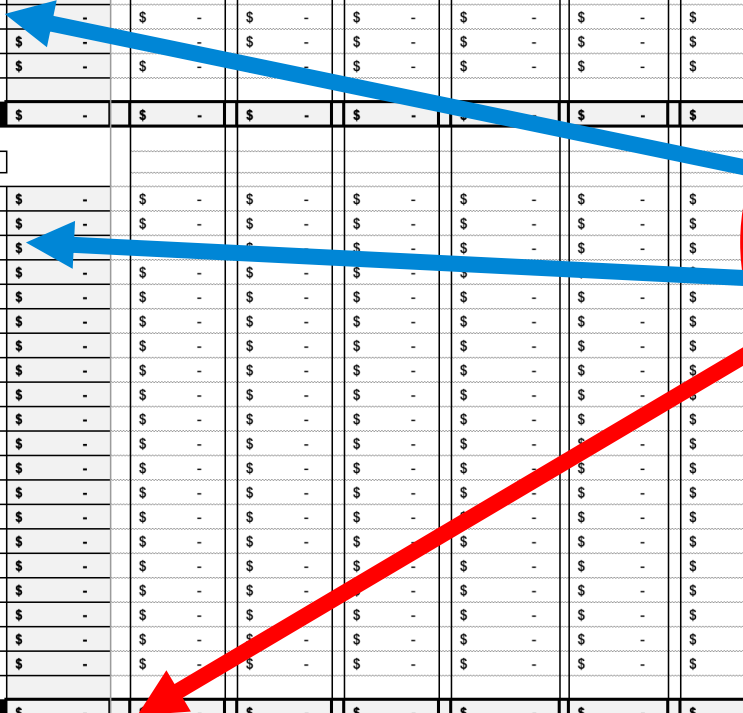
Step 2 -
Need a
reminder
from last
year?




Budgeting - Step 3

		Local Section Annual Budget COLORADO RIVER BASIN SECTION FY26-27 <small>* Due to CWEA by March 20, 2026</small>											
		General	Training Events	TCP Study Sessions	Conferences	Annual Banquet	Dinner Meetings	Golf Tournament	Picnic	Board of Directors	Other	Other	Other
Participant Fees / Registrations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Newsletter Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CWEA Honorariums	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-Member Differential	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
REVENUE TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENSE													
Mailing / Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Printing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Awards	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Food / Beverage / Catering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Promotion / Marketing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audio/Visual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Technology	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Site / Location Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Golf Green Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Web Site Maintenance & Changes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Door Prizes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Kirt Brooks Scholarship Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sponsorships/Other Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bank Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Refunds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LS Opportunity Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Leadership Retreat	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENSE TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Step 3 - Match budget to Program of Work



Budgeting - LS Opportunity Fund and Leadership Retreat

		Local Section Annual Budget COLORADO RIVER BASIN SECTION FY26-27 <small>* Due to CWEA by March 20, 2026</small>											
	General	Training Events	TCP Study Sessions	Conferences	Annual Banquet	Dinner Meetings	Golf Tournament	Picnic	Board of Directors	Other	Other	Other	
Participant Fees / Registrations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Newsletter Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
CWEA Honorariums	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Non-Member Differential	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
REVENUE TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
EXPENSE													
Mailing / Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Printing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Awards	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Food / Beverage / Catering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Promotion / Marketing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Audio/Visual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Technology	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Site / Location Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Golf Green Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Web Site Maintenance & Changes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Door Prizes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Kirt Brooks Scholarship Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Sponsorships/Other Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Bank Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Refunds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
LS Opportunity Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Leadership Retreat	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Miscellaneous Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
EXPENSE TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

LS Opportunity Fund

- A line-item expense for collaboration and support across local sections
- Consider budgeting 5% of total expenses here

Leadership Retreat

- Try to budget for at least 2 attendees
- Main costs: airfare, hotel, food

Budgeting – Step 4

Banking Guideline – Higher of the two below:

- Year end bank account balance \geq 33% annual expenses
- Year end bank account balance \geq \$10,000

Spending Guideline – Spend at least \$20 per member

Frequency Guideline – At least 4 events/year

CWEA staff will provide you with your LS bank account balance when we send the budgeting template and will provide # of members in your local section

Budgeting – Step 5

Special Note: All Local Section annual budgets due to CWEA on or before **March 20**
Email to **cconsunto@cwea.org**

Step 5 –
email us
your final
budget by
March 20

QUESTIONS?

CWEA

7677 Oakport Street Suite 1030 Oakland CA 94621
510.382.7800 | www.cwea.org



Credit: Olivia Rakowski

REPORTING, COMPLIANCE

Treasurer Compliance Tasks

Budget - Fiscal Year 26-27

- Due March 20, 2026


Monthly Financial Reports

- Excel version of Reporting Template
- Invoices/Receipts
- Check Request Forms
- Check Images
- List of attendees for meal & entertainment expenses
- List of all gifts/prizes & recipients list
- Deposit receipts with detail
- Petty Cash Register

Bank Statement Reconciliation

- List all outstanding checks and deposits

Reporting, Documentation



PROTECTING CALIFORNIA'S MOST CRITICAL RESOURCE

LOCAL SECTION
CHECK REQUEST FORM

Date: MM/DD/YYYY	Amount Requested:	Requested By:	
Check payable to:			
Mailing address:			

Please select the program and expense with an X and enter the amount						
Program	X	Expense	X	Expense	X	Amount
General		Mailing/Postage		KBSF		
Training Events		Printing		Other Donations		
TCP Study Sessions		Awards		Bank Fees		
Conferences		Food/Beverage/Catering		Professional Services		
Annual Banquet		Promotion/Marketing		Refunds		
Dinner Meetings		Audio/Visual		LS Opportunity Funds		
Golf Tournament		Technology		MISC Expenses		
Picnic		Site/Location Rental				
Board of Directors		Golf Green Fees				
YP Events		Office Supplies				
Newsletter		Web Site Maint & Charges				
Emergencies		Door Pizes				

Special Handling Instructions

Documents Required

- All reimbursement requests must have all itemized receipts attached.
- Advance payment requests require a vendor/venue invoice or signed agreement/contract.
- For Food & Beverage, a list of participants is required, and for Door Pizes, a list of recipients is required.

Payments are mailed within ten days of receiving all Required Documentation.

Approved by LS President or LS Treasurer:


LS Treasurer:

LS President:	LS Treasurer:
Signature:	Signature:

ATTACH RECEIPT(S)

Please submit this check request with all required documents by email to:
CWEA Staff Accountant: accsanta@cwea.org & Local Section Accounting: cwealocalaccounting@cwea.org

Thank you for volunteering and supporting CWEA



PROTECTING CALIFORNIA'S MOST CRITICAL RESOURCE

LOCAL SECTION
DEPOSIT REPORT

Date of Deposit		Deposited by	
Bank Account		Amount	
Event Description	Membership	Form of Deposit	

X	PROGRAMS	X	REVENUES	AMOUNT
	General		Membership Dues	
	Training Events		Corporate Sponsorships	
	TCP Study Sessions		Exhibitors	
	Conferences		Participant Fees/Registration	
	Annual Banquet		Newsletter Advertising	
	Dinner Meetings		CWEA Honorariums	
	Golf Tournament		Non-Member Differential	
	Picnic		Interest Income	
	Board of Directors		Miscellaneous (specify below)	
	Other (specify below)			

Reporting, Documentation



Local Section Monthly Financial Report
COLORADO RIVER BASIN SECTION
 FY25-26

Ending Balance Per Bank Statement	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26
Checking												
Saving												
Investment												
Total Cash Balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
List Outstanding Deposits	Date Amount	Date Amount	Date Amount	Date Amount	Date Amount	Date Amount	Date Amount	Date Amount	Date Amount	Date Amount	Date Amount	Date Amount
Total O/S Deposits	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
List Outstanding Checks	Ck # Amount	Ck # Amount	Ck # Amount	Ck # Amount	Ck # Amount	Ck # Amount	Ck # Amount	Ck # Amount	Ck # Amount	Ck # Amount	Ck # Amount	Ck # Amount
Total O/S Checks	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Register Bank Balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Reporting, Documentation

Local Section Monthly Financial Report
COLORADO RIVER BASIN SECTION
FY25-26
JULY

	Checking Balance	General	Training Events	TCP Study Sessions	Conferences	Annual Banquet	Dinner Meetings	Golf Tournament	Picnic	Board of Directors	Other	Other	Other
REVENUE	TOTALS												
Membership Dues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Corporate Sponsorships	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Exhibitors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Participant Fees / Registrations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Newsletter Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
REVENUE TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENSE													
Mailing / Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Printing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Awards	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Food / Beverage / Catering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Promotion / Marketing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audio/Visual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Technology	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Site / Location Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Golf Green Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Web Site Maintenance & Changes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Door Prizes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Kirt Brooks Scholarship Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sponsorships/Other Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bank Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Refunds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LS Opportunity Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Leadership Retreat	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENSE TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NET INCOME (LOSS)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers into Checking Account													
Transfers out of Checking Account													
	\$ -												

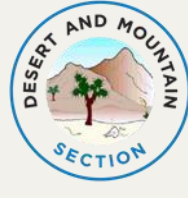
Prepared By: _____
Print / Date

Approved By: _____
Print / Date (Email approval acceptable)

Checking Balance should match bank statement

Non-Profit Tax Status

EIN # 95-2368216



CW^oEA



MISSION RELATED EXPENSES – 501 (C) (3) – NO FEDERAL OR STATE TAX

CW^oEA

Importance of Timely Reporting

Takes longer to catch up than to keep up

Late reports has impacts

- More lost documents
- Increases volunteer and staff time
- 10 to 12 people on OPS Committee call
- Staff and volunteer follow-up communications
- Liaison involvement
- Budgeting updates
- CWEA Board involvement
- Audit

QUESTIONS?

CWEA

7677 Oakport Street Suite 1030 Oakland CA 94621
510.382.7800 | www.cwea.org



Credit: Kelly Sullivan

OTHER COMPLIANCE, UPCOMING

Door Prizes and Events

DOOR PRIZE



RAFFLE



- Total PAID value of door prizes should not exceed 10% of total event revenue
- Example: Dinner takes in \$2,000 – total door prize expense should not exceed \$200

RAFFLES ARE ILLEGAL AND ARE A CRIMINAL OFFENSE

CWEA DOES NOT CONDUCT RAFFLES; LS CANNOT CONDUCT RAFFLES

Door Prizes and Events

Events and activities must be mission-aligned



Anti-Trust

- CWEA events must create equal access
- CWEA events cannot create a competitive advantage for one party over another
- Example – Vendor fair – all vendors must have the opportunity to participate
- Example – Vendor presentation – content should be on an industry topic, not a manufacturer's product

The Cost of Non-Compliance

2 recent non-compliance issues:

1. Unauthorized use of image (copyright infringement)
2. Published flyer using “raffle”

Cost CWEA over \$22k in legal expenses

We would rather spend the money on members!

SCREEN OUT THE SCAMS

Take a moment, let our heads work, and screen messages for scams

CWEA staff and volunteers will never ask you
to purchase items or pay vendors on their
behalf

4 SIGNS OF A SCAM

They **pretend** to be a CWEA leader

They say there is a **problem** or a **prize**

They **pressure** you to act immediately

They tell you to **pay** in a specific way

Other LS Benefits

State support of LS event registration – streamline, make easier for guests, mitigate risks

Note – Access to funds is not instant

Other LS Benefits

Community Platform (the CWEA Community)
– one common location for all things at your
LS!

*Central hub for resources, templates, etc. for local
sections*

Other LS Benefits

<https://community.cwea.org/organization/local-section-leaders/>

The screenshot displays the CWEA Local Section Leaders dashboard. At the top, the CWEA logo is on the left, and navigation links for Dashboard, Groups, Directory, Events, and Posts are in the center. On the right, there are notification, chat, search, and user profile icons. Below the navigation is a dark blue header with a large 'L' icon and the text 'Local Section Leaders'. Underneath this header are buttons for 'Feature', 'Favorite', 'Edit', 'Create Event', and 'Leave Group'. A secondary navigation bar includes 'Dashboard', 'Discussions', 'Articles', 'Videos', 'Documents', 'Collections', and 'Create +'. The main content area features six collection cards, each with an icon, title, item/view count, author, date, and a 'Check it out!' button. The collections are: 'Membership, Data & Reporting' (2 items, 11 views), 'Marketing, Branding & Communications' (7 items, 22 views), 'Education, Speakers & Contact Hours' (11 items, 20 views), 'Event Planning & Administration' (6 items, 24 views), 'Leadership & Governance' (6 items, 15 views), and 'LS Case Studies & Example Programs' (0 items, 17 views).

Other LS Benefits

Contract Review

Problematic clauses/conditions we've found for local section:

- Conflicting costs
- Hidden fees
- Variable fees
- Overcommitment of room nights
- Photo rights
- In general – opportunities for local sections to pay more than they need!

October 2026 Leadership Summit

- Weds/Thurs in Oct, exact dates TBD
- Southern CA (likely Palm Springs, not confirmed)
- Try to secure employer funding first
- If employer funding unavailable, use LS funds to develop LS leader

HELP!

Staff are here to help you!

Call or email for support, questions, etc.

- Phil Miller, COO – pmiller@cwea.org
- Cris Consunto, Senior Finance Manager – cconsunto@cwea.org
- Brian Mosley, Local Section Coordinator – bmosley@cwea.org



HELP!

Staff are here to help you!

Two open office hours, hosted by Phil Miller and Cris Consunto, invites to follow:

- Thursday, Feb. 19, 12-1pm (Zoom)
- Thursday, March 5, 12-1pm (Zoom)

HELP!

Board and other leaders are here to help you

Call or email for support, questions, etc.

- Your local section Board liaison
- NRC and SRC meetings

QUESTIONS?

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