CWEA

LOCAL SECTION ANNUAL TREASURER ORIENTATION

MARCH 2, 2022

WEBINAR PRESENTERS

SHAWN NESGIS CWEA State Board Treasurer



shawnn@unionsanitary.ca.gov

BRIAN VILLACORTA CWEA State Board Incoming Treasurer



brian@chcwater.com

CRIS CONSUNTO
CWEA Staff
Accountant



cconsunto@cwea.org



HOW TO ASK Qs

- Click the raise hand button if you want to speak and the panelist will unmute you.
- Or type your question in the Q&A box and the panelist will answer live or type a reply
- If you are having technical issues, use the Chat button and the host will help resolve the issue

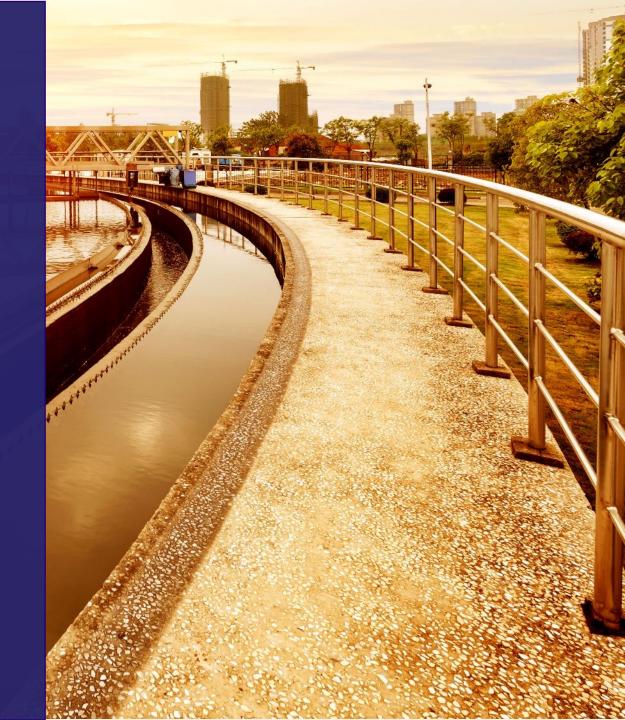
The Zoom control panel contains buttons for asking questions during the webinar.





WEBINAR OVERVIEW

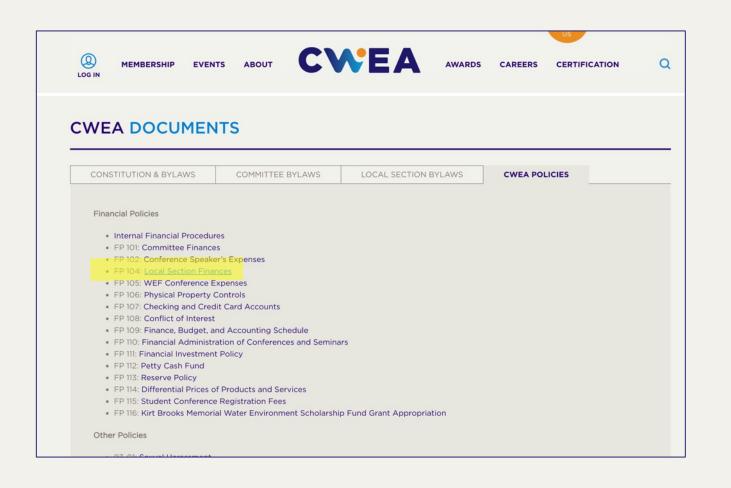
- Local Section Financial Policies and Procedures
- LS Leadership Role
- Reporting Requirements Responsibilities
- Budget & Monthly Reporting Template
- Audit, IRS and CA State
- CWEA Support



LS Leaders Play 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





FP-104 Updated

Financial Policies and Procedures for Local Section Finances

Last Update 1/28/17



Fiscal Policy - FP104

Bank Accounts

One account per section

Online Access

Regular review

Debit Cards

When necessary

Merchant Accounts

Making payment easy

Fiscal Policy - FP104

A/P Checks

• \$500+ requires two signatures

Justification

CWEA Mission

Documentation

• Eligible detailed receipts

Validation

• List attendees and recipients

The Value of FP-104



Reduces risk to volunteers and CWEA



Improves ability to meet fiduciary responsibility



Consistent reporting from all 17 Local Sections & HQ



Conforms to Nonprofit IRS & CA regulations



Prepares for fiscal year end audit



Other Financial Items

- Provide copies of all signed contracts
- List of assets (e.g., laptop, projector)
- Maximum of 2 LS Signatories
- 1099 Recipients





RELATED PARTY ACTIVITIES

While section members may be paid by the Organization or as a result of work for the Organization, we would continue to encourage the best practice of proactive disclosure and independent prior approval by the board for any related party transactions as a protection of members and officers which provides certain protections to all parties.

CWEA Board Members & Affiliated Companies

Payments to CWEA Corp. Board Members are not allowed from any financial account under CWEA's Tax ID. unless disclosed and approved by the CWEA Board.

DONATIONS

CWEA Mission?





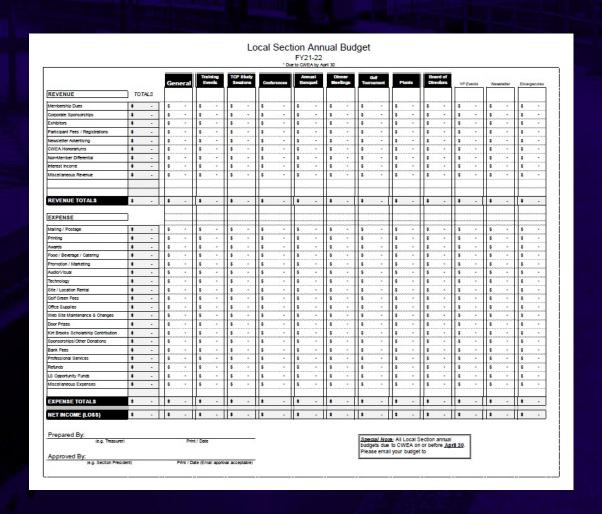
CWEA's Mission Statement

Empowering, Educating and Connecting water professionals to protect public health and the environment.



Financial Reporting is Important

- Protects you as the Treasurer
- Protects your fellow volunteers
- Protects CWEA Board of Directors
- Required by Auditors
- Required to file CWEA Tax Return
- Required for Non-Profit standing





CWEA

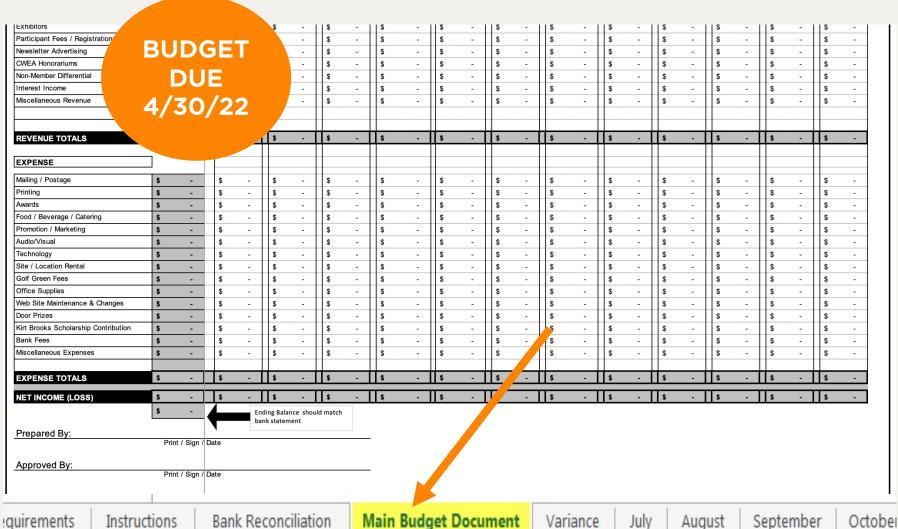
Questions?

LS Budgeting Guidance

Equality	Make sure all members are being served equally.
Invest	Invest funds back into the membership and towards CWEA's mission
\$\$	Work toward maintaining a checking account balance of 50% of Annual Budget
Prioritize	Prioritize goals: Education, Networking, Support
Plan	Create a plan
Purposeful	Be purposeful in your spending



Standard Monthly Reporting Template





Standard Monthly Reporting Template

Checking Beginning Balance Local Section YTD Summary Financial Report (name of Local Section)

REVENUE CATEGORIES

CATEGORIES

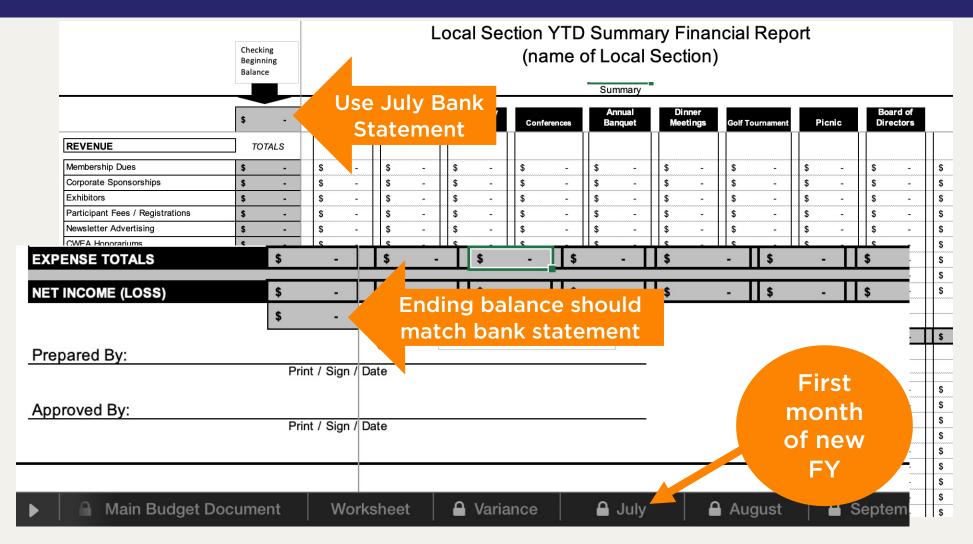
EXPENSE CATEGORIES



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	\$ -	Ge	neral		ents	Sess		Cor	ferences	Ba	inquet		etings	Golf To	ournament	Р	icnic		ectors	
REVENUE	TOTALS																			
Membership Dues	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Corporate Sponsorships	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Exhibitors	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Participant Fees / Registrations	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Newsletter Advertising	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
CWEA Honorariums	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Non-Member Differential	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Interest Income	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Miscellaneous Revenue	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
REVENUE TOTALS	\$ -	\$	-	\$	-	\$	-	\$		\$	-	\$	-	\$	-	\$	•	\$		\$
	<u></u>																			
EXPENSE																				
Mailing / Postage	\$ -	\$		\$	-	\$	-	\$		\$	-	\$		\$		\$	-	\$	-	\$
Printing	s -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Awards	s -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$		\$
Food / Beverage / Catering	s -	\$		\$	_	\$	-	\$	-	\$	-	\$	-	\$		\$	_	\$	_	\$
Promotion / Marketing	s -	\$		\$	-	\$	-	\$		\$	-	\$	-	\$	-	\$	-	\$		\$
Audio/Visual	s -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Technology	s -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Site / Location Rental	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Golf Green Fees	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Office Supplies	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Web Site Maintenance & Changes	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
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PROGRAMS

Standard Monthly Reporting Template





Reporting Responsibilities



LOCAL SECTION

CHECK REQUEST FORM

+			
	Date	Requested by	
	Payable to:	Amount	
	Mailing Address	Description	

	PROTECTING
	CALIFORNIA'S MOST CRITICAL
	RESOURCE

ON

AMS

DEPOSIT REPORT

AMOUNT

X	PROGRAMS	X	EXPENSES	AMOUNT
	General		5901 - Office Supplies	
	Training Events		5902 - Printing	
	TCP Study Sessions		5903 - Mailing/Postage	
	Conferences		5904 - Awards	
	Annual Banquet		5905 - Food/Beverage/Catering	
	Dinner Meetings		5905 - Site/Location Rental	
	Golf Tournament		5905 - Golf Green Fees	
	Picnic		5905 - Door Prizes	
	Board of Directors		5906 - KBSF Contributions	
	Other (specify below)		5906 - Sponsorship and Donations	
			5908 - Promotion/Marketing	
			F000 AII // /III	Uinner Meetings

Deposited by	
Amount	
Form of Deposit	

REVENUES

4801 - Membership Dues 4802 - Corporate Sponsorships

	4802 - Exhibitors	
	4803 - Newsletter Advertising	
	4804 - Participant Fees/Registration	
Dinner Meetings	4806 - Interest Earnings	
Golf Tournament	4807 - CWEA Honorariums	
Picnic	4808 - Non-Member Differential	
Board of Directors	4805 - Miscellaneous (specify below)	
Other (specify below)		



CWEA - 501 (c) (3) Non-Profit

1. Internal Revenue Service 2. State of California 3. Attorney General Office

95-2368216





































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



Treasurer's Reporting Responsibilities

Budget - Fiscal Year 22-23

• Due April 30, 2022

Monthly Financial Reports

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

Bank Statement Reconciliation

List all outstanding checks and deposits



CWEA

Questions?

CWEA Provides Bookkeeping Support

10 Local Sections

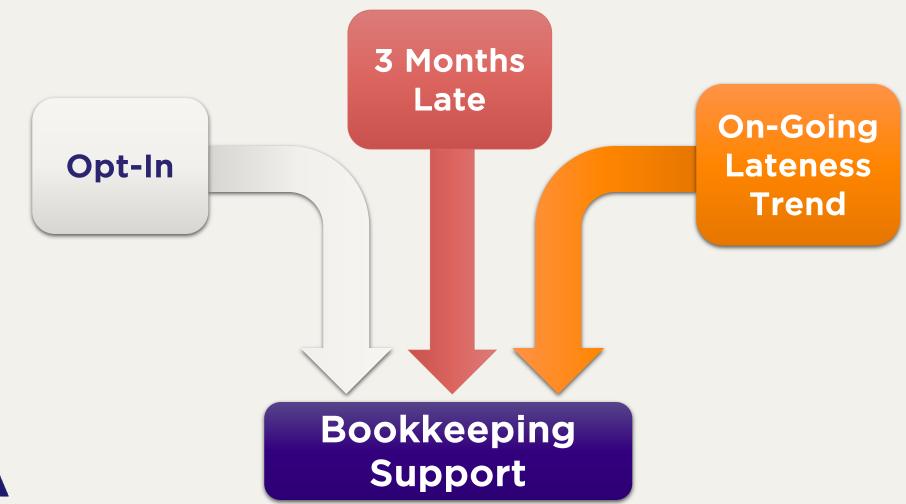
- Reduces administrative burden on local section
- Eliminates reporting compliance issues
- Weekly check runs



Treasurer Reporting Responsibility

Task	With bookkeeping service	Without bookkeeping service
Budget	X	X
Deposit receipts	X	X
Description of revenue received	X	X
List of attendees	X	X
List of all gifts/prizes and recipients	X	X
Invoices/receipts		X
Electronic version (i.e. Excel file) of report		X
Check Request Forms		X
Check Images		X
Check Register		X
Bank Statement Reconciliation		X
Merchant/Event account Reconciliation		X
Timely Submit monthly report		X

Policy Includes Three Pathways to Bookkeeping Support





Timeliness of Reporting is Important



Takes longer to catch up than to keep up



Late reports has impacts

- More lost documents
- Increases volunteer and staff time
- Liaison & CWEA Board involvement
- Audit delay

How to Utilize CWEA's Association Management Software



WHO CAN HELP?

SHAWN NESGIS CWEA State Board Treasurer FY21-22



CRIS CONSUNTO CWEA Staff Accountant



shawnn@unionsanitary.ca.gov



brian@chcwater.com



cconsunto@cwea.org



BRIAN MOSLEY
CWEA Education
Coordinator
bmosley@cwea.org



LIAISONCWEA Board Liaison



CWEA

Questions?

THANK YOU



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