

OFFICER STANDARD OPERATING PROCEDURES

OFFICER POSITION	<h2 style="margin: 0;">Treasurer</h2>		
Approval Date:	September 8, 2011	Latest Revision Date: (To Be Reviewed Annually)	September 15, 2020

Duties (See NSAWWA By-Laws 8.5)

- Normally a two-year position with an additional two years serving as advisor & backup treasurer as needed
- NSAWWA is not expected to be an accountant; however, the treasurer must understand section finances & principles.
- Preparing accurate and meaningful financial statements.
- Budgeting and anticipating financial problems.
- Safeguarding and managing the section's financial assets.
- Complying with federal and state reporting requirements.
- File federal, state, and local tax forms.
- Physically protect records and/or access to accounts
- Ensure internal controls and segregation of duties are adequate to protect assets
- Invest excess cash to maximize return with minimum risk

Schedule of Activities / Duties

Before 1st Board Meeting	<ul style="list-style-type: none"> • Ensure newly elected treasurer and newly past treasurer are on all accounts & Investment accounts. Delete past treasurer name off accounts. Receive electronic transaction ledger documents & budget tracking spreadsheet.
March 1st	<ul style="list-style-type: none"> • Ensure tentative budget is ready for possible approval during meeting • Bond newly elected treasurer and past treasurer. [IMT Insurance account N40025665]
April 1st	<ul style="list-style-type: none"> • Bi-annual Non-Profit Corporation Report, State of Nebraska, Secretary of State – due in odd years by April 1st. [Reference 2009 Tax Return 990-EZ.pdf, 2009 Budget & Actual Costs Dec 31st Report.xls, 2009 Ledger of Financial Transactions.xls found in Neb Sec AWWA Taxes 2009 file]
May 15	<ul style="list-style-type: none"> • Hire accountant to prepare taxes for May 15th filing. Annual conference receipts must be received before filing. • Taxes due [Reference 2009 Tax Return 990-EZ.pdf in Neb Sec AWWA Taxes 2009 file.]
Tri-annual Audit (2010, 2013, etc)	<ul style="list-style-type: none"> • Annual financial statement National AWWA due. Notice from national is sent to the section treasurer. [Reference 2010 Section Financial (1).xls, 2009 Tax Return 990-EZ.pdf] • Send copy of taxes & financial statements to Chairman for Audit after taxes have been filed. [Reference 2009 Tax Return 990-EZ.pdf, 2009 Budget & Actual Costs Dec 31st Report.xls, 2009 Ledger of Financial Transactions.xls found in Neb Sec AWWA Taxes 2009 file]
October 1st	<ul style="list-style-type: none"> • Send at mass email for upcoming year's budget. [Reference Committee Report & Budget Request Form]
November/December	<ul style="list-style-type: none"> • For Newly Elected Treasurer <ul style="list-style-type: none"> – Hand over Treasurer SOP manual & records – Review and place on calendar CD maturity dates to ensure CDs rollover at desired terms & rates

Activities / Deliverables

Expenses Not Scheduled Every Year

Treasurer, 1

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- Audit every third year (Budget year 2018, 2020, 2021, 2024, etc.)
- Lead at fall conference every 2nd or 4th year (2019, 2023, 2025, 2029, etc.) (Joint Conference MOU with NSAWWA/APWA and NWEA)
- Bi-annual Refile not for profit org with state (Budget year 2019, 2021, 2023, etc)
- Pre-Conference Training. Work with Education Committee Chair. For 2017-2019 Section has had grant funding and led the Pre-conference each year with agreements with APWA and NWEA.
- Web site must be renewed every 5 years. Work with Publications Committee Chair

Checking Accounts & Savings Accounts

- The section has a checking account for operating expenses and a savings account. Section has Investment Account with Stifel to which all CDs were transferred in June 2018 per Board approval.
- In addition, section has one (1) savings accounts for Water Pipeline Workshop & Preconference for income over expenses. The Education committee spends these funds.

Investments

- Reserve - In 2018 the Board decided to invest \$80,000 initially in the account. Goal is to cover expenses of annual fall conference if event is fully booked, but canceled at last moment due to weather or other unexpected events.
- The Section works with Stifel Investments.
- Stifel contact is Scott Fuhrman, 402-390-3033
- The \$25,000 Leisen Scholarship is included in the Investment account.

Bonding

- The two signatories to the sections Investment, savings & checking accounts need to be bonded in the amount of \$10,000 as per national requirements. See AWWA Governing Document 11.4.8 at <http://www.awwa.org/Membership/Content.cfm?ItemNumber=42249>; IMT Insurance account N40025665

Annual Fall Conference

- Bring Cash to fall conference as requested by various Committees including MAC, Top Ops, YP and others
- Bring about 5 to 8 checks.
- Other Fall Conference Expenses to be Paid at Conference
 - Annual Meeting - \$1000 for meal conference meal with dignitary (paid by Section Credit Card)
 - Annual Meeting - \$100 gift for dignitary
- Other Fall Conference Expenses to be Paid in Advance of Conference
 - Fuller Award
 - Fuller Pin
 - Section Chair Plaque
 - Section Chair Pin
 - Past Chair Pin/Plaque
 - Young Professionals Function?
 - Checks for Scholarships (Students)

Year AWWA is the Lead Organization

- Section has opened a separate checking account (**8607 Wells Fargo) for Fall conference.
- Responsible paying for Convention Center expenses (Meeting rooms, exhibitor area, meals, etc) (\$44,000 in 2019)
- AAA Rents (exhibitor curtains) (\$2,800 in 2019)
- Conference Brochures and Programs (\$2,300 in 2019)
- Must have about \$10,000-20,000 in account to cover bills until all income has been deposited.

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- Work jointly with APWA and NWEA to complete Conference spreadsheet to track income, expenses, attendance, vendors and disbursement.
- Distribute Final Conference spreadsheet to APWA, NWEA representatives for Approval. Send disbursement of proceeds when expenses & revenue are finalized and approved. Advances are appropriate pending final reconciliation.

Donations & Cash Award Competition or Raffle Winners

- Must give receipts for Top Ops, backflow challenge, & MAC Lottery, water for people lottery. Must keep track of individual names & amounts for NSAWWA section records. [Reference Scholarship Donation Receipt.doc & Recipient of Cash Award.doc]

Contracts, MOUs & Agreements

- Section has MOU with LoNM for Water Workshops, in 2019 agreements is \$5339 and Backflow Workshops, \$1601.
- Affiliation agreement with National AWWA.
- Publication Agreement for Newsletter
- Association Allotment Fund – Assistance for Small Sections

Notes

- Treasurer best practice recommends reviewing meeting minutes in order to anticipate expected expenses. Take good notes at meetings.
- Treasurer serves as back up for secretary for taking minutes at board meetings as per bylaws.
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