



BUDGETING AND EVENT REPORTING POLICY

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Following is a list of guidelines to be used by Officers and Committee Chairs for budgeting and event reporting.

Budgets

Budgeting is performed on an annual basis. Budget information for the upcoming year should be submitted to the Secretary/Treasurer by the end of October. A draft budget will be distributed for review by the Governing Board at the November meeting and a final budget will be approved no later than the January meeting.

If you need help with budgeting, the Secretary/Treasurer will be glad to provide assistance.

General Comments

1. Committee Chairs and Officers involved in spending money must fill out a Budget Request Form in the year previous to the planned expenditure. An electronic form can be obtained from the Secretary/Treasurer.
2. People who are new to the process should review the budget for the preceding year. These numbers are available from the preceding Committee Chair, the Conference Financial Report, the Year-End Financial Report and/or the Secretary/Treasurer.
3. The Board encourages committees to generate income to cover their expenses, but this is not required. Committee budgets are reviewed and approved by the Board each year.
4. Budgets for events or functions should consider costs such as postage, printing, meals, labels, no-shows, etc.
5. The Board encourages employer assistance with travel expenses related to participation in RMSAWWA activities. If this is not possible, a line item should be included in the proposed budget for these expenses (See separate RMSAWWA Travel Policy).
6. The Section's budget is based on a calendar year. Committee income is not carried from year to year (except for the Water for People Committee).

Event Reporting

Committees are encouraged to sponsor seminars, workshops, special functions and activities related to the committee's goals and objectives. Generally, these activities involve expenses and income. To ensure accurate recordkeeping, event coordinators must fill out an Event Report/Reimbursement Form for each event, activity or function the committee sponsors. The purpose of the form is to document the details and the financial transactions associated with the function. If there are questions, contact the Secretary/Treasurer.

General Comments

1. Fill out the form completely and return it with income and receipts.
2. Attach receipts for expenses incurred. Please sign and date each receipt, indicating your approval for the Secretary/Treasurer to make payment.

Expenses

1. The Secretary/Treasurer will pay deposits if requested by the event coordinator upon request.
2. If you use your own money for an event, you can obtain a refund by attaching a receipt, signing it and dating it. If the amount is over \$50, you should contact the Secretary/Treasurer to verify that the expense is reimbursable.

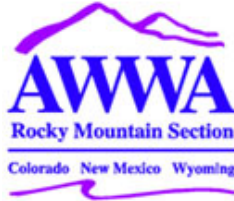
Income

Income and expenses associated with an event or function should be submitted at the same time. However, if there is a considerable time lag between receiving income and the date of the event, income should be submitted to the Secretary/Treasurer in advance.

Taxes

RMSAWWA is a non-profit organization in Colorado, New Mexico, and Wyoming. We have state and federal identification numbers that must be used to waive payment of taxes in Colorado and Wyoming. A copy of the Section's tax exempt certificate can be obtained from the Secretary/Treasurer. Some organizations will require us to fill out a form; if so, please have the form sent to the Secretary/Treasurer for processing.

To not pay tax in New Mexico, the State requires completion of a Type 9 Non-Taxable Transaction Certificate (NTTC). The NTTC must be completed online through the State's Tax Department website prior to the event. The Section Secretary/Treasurer or New Mexico Involvement Committee (NMIC) Treasurer can help with completion of the NTTC. Not all vendors will accept the Type 9 NTTC and therefore, the Section may still have to pay tax in many cases.



EVENT REPORT/REIMBURSEMENT FORM

Committee Name: _____

Committee Chair: _____

Function: _____

Meeting Place: _____ **Date:** _____

EXPENSES

_____	_____
_____	_____
_____	_____
_____	_____
TOTAL	\$ _____

INCOME

Event fees	_____
Other (list):	_____
_____	_____
_____	_____
TOTAL	\$ _____
BALANCE	\$ _____

Total Reimbursement Request: \$ _____

Make check payable to: _____

Mail check to: _____

Signed: _____ **Approved:** _____

Please return to:
RMSAWWA Secretary/Treasurer
1685 S. Colorado Blvd., Unit S #315
Denver, Colorado 80222

Please attach receipts. All expenses must be itemized and documented for IRS purposes. Reimbursement requests must be submitted within sixty (60) days after the expense was incurred.