



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 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 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 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 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 that 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 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 Treasurer to make payment.

Expenses

1. The 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 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 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 Treasurer. Some organizations will require us to fill out a form; if so, please have the form sent to the 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 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 or Board Position: _____

Event Function or Reason for Request: _____

Meeting Place and Date (if applicable): _____

DESCRIPTION OF EXPENSES	AMOUNT
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL	\$ _____

DESCRIPTION OF INCOME	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL	\$ _____
BALANCE	\$ _____

Applicant Signature: _____

Make check payable to (if applicable): _____

Mail check to (if applicable): _____

Treasurer Approval Signature & Date: _____

Submit to:
RMSAWWA Treasurer
1685 S. Colorado Blvd., Unit S #315
Denver, Colorado 80222
sarah.dominick@denverwater.org

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