



**CALIFORNIA
WATER ENVIRONMENT ASSOCIATION**



SARBS FINANCIAL POLICIES AND PROCEDURES

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CALIFORNIA WATER ENVIRONMENT ASSOCIATION



SARBS FINANCIAL POLICIES AND PROCEDURES

POLICY NUMBER: FP-101
SUBJECT: SARBS FINANCES
EFFECTIVE DATE: February 28, 1995
REVISION DATE: May 30, 1995
APPROVED BY: SARBS BOARD OF DIRECTORS

POLICY

SARBS shall open and maintain a separate checking or savings account only with the specific and advance approval of the CWEA Board of Governors. In general, it is CWEA's policy that Local Section Finances will be handled at the Local Section level and not through the Association budget nor by the Association Manager or Treasurer.

PROCEDURES

1. SARBS shall establish responsible Financial Management Procedures and Practices.
2. Checking accounts shall have at least two Section Directors or Officers authorized to sign checks.
3. A minimum of two signatures shall be required on checks over \$500.
4. SARBS Financial Fiscal Year shall be from July 1 of one year through June 30 of the next year.
5. SARBS shall submit detailed Financial Reports to CWEA through the Association Manager once a year by August 1 for the previous Fiscal Year ending June 30.
6. SARBS shall provide documentation and backup information to CWEA upon request to assure financial responsibility.
7. SARBS shall follow and enforce the Financial Policies and Procedures of the Association.
8. SARBS shall report to CWEA, through the Association Manager, any and all financial problems, liabilities and/or deficits that might impact the Associations finances.



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SARBS FINANCIAL POLICIES AND PROCEDURES

POLICY NUMBER: FP-102
SUBJECT: PETTY CASH FUND
EFFECTIVE DATE: January 19, 1995
REVISION DATE: April 25, 1995
APPROVED BY: SARBS BOARD OF DIRECTORS

POLICY

The Board of Directors recognizes that the SARBS Treasurer requires a small cash fund to effectively and efficiently perform administrative functions. The Board hereby authorizes the establishment of the Petty Cash Fund with procedures and limits as defined in the procedures section of this policy.

PROCEDURES

1. The Petty Cash Fund (cash box) shall only be used when it is not feasible or not practical to use the SARBS checking account.
2. The maximum value of the cash box shall be \$100, and shall be added to as needed or when the fund falls below \$25.
3. The maximum amount of any single transaction shall be \$25.
4. Checks issued to "Petty Cash" to replenish the Fund shall only be drawn on the SARBS checking account.
5. An accounting of the transactions of the Fund shall accompany the check voucher for replenishing the Fund.
6. Reimbursements to staff or individuals must have prior approval of the SARBS President and shall be verified with proper receipts.
7. Quarterly reports of account transactions and balances shall be submitted monthly to the President for review.



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SARBS FINANCIAL POLICIES AND PROCEDURES

POLICY NUMBER: FP-103
SUBJECT: CONFLICT OF INTEREST
EFFECTIVE DATE: February 28, 1995
REVISION DATE:
APPROVED BY: SARBS BOARD OF DIRECTORS

POLICY

It is the policy of SARBS to avoid Conflict of Interest that may result by contracting for services with Officers, Directors and/or Section Members.

PROCEDURES

1. No Officer or Director of the Section may contract to provide services for the Section or its committees.
2. No Committee Member may contract with the same committee for services.
3. A Member of the Section may contract for services provided that the Member is not part of the decision making process for selecting the contractor.
4. Any contract for services shall include written competitive proposals with price and scope of work delineated.
5. Contracts with Section Members shall be subjected to approval by the Board of Directors.



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SARBS FINANCIAL POLICIES AND PROCEDURES

POLICY NUMBER: FP-104
SUBJECT: PHYSICAL PROPERTY CONTROLS
EFFECTIVE DATE: February 28, 1995
REVISION DATE:
APPROVED BY: SARBS BOARD OF DIRECTORS

POLICY

SARBS acquires and maintains physical property to perform the administrative functions of the Section. The Section Treasurer shall be responsible for the accountability, control, inventory and disposition of all acquired physical property.

DEFINITION

Physical property shall include all office equipment, hardware and software purchased by the Section or donated to the Section for the purpose of conducting the activities of the Section.

PROCEDURES

1. The Section Treasurer shall maintain an inventory of all Section property.
2. At fiscal year end, the Section Treasurer shall submit an updated inventory to the Board of Directors for review.
3. Disposition of property shall be determined by the Section Treasurer with the approval of the President. Every effort shall be made to attain a reasonable return on all property.



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SARBS FINANCIAL POLICIES AND PROCEDURES

POLICY NUMBER: FP-105
SUBJECT: MEMBERSHIP DUES
EFFECTIVE DATE: January 19, 1995
REVISION DATE: May 30, 1995
APPROVED BY: SARBS BOARD OF DIRECTORS

POLICY

To help defray the cost to produce and deliver the monthly newsletter, SARBS shall charge \$10 per year for (individual) membership and \$30 per year for (corporate) membership.

PROCEDURES

1. Membership dues are renewable on January 1 of each year.
2. Individual Members who have not renewed by February 15 shall be removed from the Membership Roster.
3. Corporate Members who have not renewed by March 15 shall be contacted by the Corporate Director (in writing or via telephone) prior to their removal from the Membership Roster.



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SARBS FINANCIAL POLICIES AND PROCEDURES

POLICY NUMBER: FP-106
SUBJECT: TRANSFER OF PDC FUNDS TO SARBS ACCOUNT
EFFECTIVE DATE: January 19, 1995
REVISION DATE: April 25, 1995
APPROVED BY: SARBS BOARD OF DIRECTORS

POLICY

The Board of Directors recognizes that SARBS requires additional funding to continue to provide quality, low cost Dinner Meetings and other Special Events to the membership. The Board hereby authorizes the transfer of \$5000 per year from the PDC Account to the SARBS Account.

PROCEDURES

1. July 1 - \$1000 shall be transferred for the Annual Picnic.
2. July 1 - \$1000 shall be transferred for subsidizing Monthly Dinner Meetings.
3. November 1 - \$1500 shall be transferred for the Awards/Installation Banquet.
4. November 1 - \$1500 shall be transferred for donation to CWEA Scholarship Fund.



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SARBS FINANCIAL POLICIES AND PROCEDURES

POLICY NUMBER: FP-107
SUBJECT: DONATIONS TO CWEA SCHOLARSHIP FUND
EFFECTIVE DATE: January 19, 1995
REVISION DATE:
APPROVED BY: SARBS BOARD OF DIRECTORS

POLICY

SARBS shall donate \$1500 per year to the CWEA Kirt Brooks Scholarship Fund. In addition, proceeds from all "Pot-O-Gold" drawings shall be donated to the Scholarship Fund.

PROCEDURES

1. A check for \$1500 plus "Pot-O-Gold" proceeds shall be presented to the current CWEA President at the annual Awards/Installation Banquet.
2. "Pot-O-Gold" drawings shall be held throughout the year at as many functions as possible.



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SARBS FINANCIAL POLICIES AND PROCEDURES

POLICY NUMBER: FP-108
SUBJECT: CORPORATE DONATIONS
EFFECTIVE DATE: January 19, 1995
REVISION DATE:
APPROVED BY: SARBS BOARD OF DIRECTORS

POLICY

To help finance Special Events, SARBS shall solicit donations from the Corporate Members for the Awards/Installation Banquet, Golf Tournament, Annual Picnic, and Baseball/Tailgate Meeting.

PROCEDURES

1. Each Corporate Member shall be asked to donate the following amounts for each event:
 - a. Awards/Installation Banquet – Sliding Scale
 - b. Golf Tournament - \$100
 - c. Annual Picnic - \$50
 - d. Baseball/Tailgate - \$25
2. The Vice President shall send a letter requesting the above donations to each Corporate Member at least one month prior to the event.
3. The Vice President shall provide to the Clarifier Editor a list of Corporate or Member contributions for each event.



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SARBS FINANCIAL POLICIES AND PROCEDURES

POLICY NUMBER: FP-109
SUBJECT: SUBSIDIZING OF DINNER MEETINGS
EFFECTIVE DATE: January 19, 1995
REVISION DATE: April 25, 1995
APPROVED BY: SARBS BOARD OF DIRECTORS

POLICY

To encourage early registration, increase attendance and minimize the cost of Monthly Dinner Meetings, SARBS shall subsidize a portion of each Members dinner cost.

PROCEDURES

1. Only Regular Monthly Dinner Meetings and the Awards/Installation Banquet shall be subsidized (Joint Dinner Meetings, Baseball/Tailgate, Gimmicks/Gadgets and the Annual Picnic excluded).
2. The amount to be subsidized for Regular Monthly Dinner Meetings shall be \$5 per SARBS Member and \$5 per guest.
3. The amount to be subsidized for the Awards/Installation Banquet shall be \$10 per SARBS Member and \$10 per guest.
4. Members must pre-register and payment must be received by the printed deadline to be eligible for the discount.



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POLICY NUMBER: FP-110
SUBJECT: INVOICING OF "NO-SHOWS"
EFFECTIVE DATE: January 19, 1995
REVISION DATE: April 25, 1995
APPROVED BY: SARBS BOARD OF DIRECTORS

POLICY

To minimize the financial impact of members making reservations for dinner meetings or special events and then not showing up, SARBS shall invoice these members for any lost revenues associated to the "No-Show".

PROCEDURES

1. The member shall only be invoiced if there is no reasonable explanation offered for the "No-Show".
2. The Treasurer shall send a letter to the member requesting payment for the cost of the dinner(s).
3. If payment is not received after the request, SARBS will absorb the loss and the members name will be placed on a List of Unpaid Accounts.
4. If a members name appears on the List more than three times, the President shall follow-up with a personal contact.



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SARBS FINANCIAL POLICIES AND PROCEDURES

POLICY NUMBER: FP-111
SUBJECT: SEMINAR SPEAKER'S EXPENSES
EFFECTIVE DATE: February 28, 1995
REVISION DATE: April 25, 1995
APPROVED BY: SARBS BOARD OF DIRECTORS

POLICY

The transportation and lodging expenses incurred by persons who are invited to participate in SARBS Seminars or its Seminar Committees shall not be the responsibility of SARBS.

PROCEDURES

1. Transportation and lodging expenses are not to be paid by SARBS or its Conference Committee.
2. Registration and meal costs for speakers shall be determined by the Conference Chair. However, the general rule is that speakers should register and pay fees if they are there to attend the conference. If not, no registration should be required. SARBS shall only pay for a speaker's meal if the speaker is on the program connected with the meal (breakfast, lunch or dinner sessions).
3. Exceptions to this policy shall only be permitted in very special and unique circumstances and only with the advance approval of the SARBS Board or the SARBS President, if the Board meeting scheduled does not allow Board consideration in a timely matter.



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SARBS FINANCIAL POLICIES AND PROCEDURES

POLICY NUMBER: FP-112
SUBJECT: CASH AWARDS AND OTHER GIFTS
EFFECTIVE DATE: April 25, 1995
REVISION DATE:
APPROVED BY: SARBS BOARD OF DIRECTORS

POLICY

The SARBS Board has authorized the presentation of Cash Awards and other Gifts to Members and other individuals for a variety of purposes.

PROCEDURES

1. All Cash Award and other Gifts shall receive prior approval from the SARBS Board before being presented.
2. The following Cash Awards and other Gifts have been approved by the SARBS Board:
 - a. Gimmicks/Gadgets - \$200 First Place, \$50 Second Place.
 - b. Annual Picnic - Raffle prizes given shall not exceed the amount received from Corporate donations.
 - c. Baseball/Tailgate - Raffle Prizes shall not exceed the amount received from Corporate donations.
 - d. Honorariums - SARBS Pins, SARBS Pens, Mini-Mag Lights and/or flowers.
 - e. Awards/Installation Banquet - Past Presidents' Plaque.



CALIFORNIA WATER ENVIRONMENT ASSOCIATION



SARBS POLICIES AND PROCEDURES

POLICY NUMBER: CLA-94-01
SUBJECT: ADVERTISEMENTS IN "THE CLARIFIER"
EFFECTIVE DATE: November, 1994 (P. A. Zeller, Director and author)
REVISION DATE:
APPROVED BY: SARBS BOARD OF DIRECTORS

POLICY

The purpose of the Santa Ana River Basin Section of the California Water Pollution Control Association as provided in its Constitution, Section 3.1, Mission Statement, is "to enhance the education and technology to protect the quality of our water resources and to promote the ecological balance with the environment's other resources such as land and air." The purpose of its newsletter "The Clarifier" is to provide information to the members about the activities promoted by the Section, The Association, and their members. Therefore, any member of SARBS or CWPCA may advertise in "The Clarifier" provided the advertisement is approved by the SARBS President (or Vice President) who will determine if the content conveys the purposes of the Section and/or Association.

PROCEDURES

1. Advertising is provided to SARBS Corporate members by displaying their business cards or listing their names, addresses, and phone numbers in each issue of "The Clarifier".
2. Advertising to promote training and education is encouraged, however, ads must be limited in relation to the size and postage limitations provided for "The Clarifier". If an ad is not appropriate, it will be returned to the person who provided it with an explanation.