



Florida Water
Environment
Association

wef Member Association

FWEA Finance Training

Presented by Megan Nelson
August 6, 2024



Introductions

- **Cameras on!**
- **What is your role?** FWEA Secretary/
Treasurer, former treasurer of Central
Florida Chapter (2018)
- **Where was your last vacation?** Resort in
Dominican Republic
- **Are you familiar with your business plan?**
YES
- **Have you submitted a deposit or check
request in 2024?** YES
- **Do you know your DAL?** YES

Zoom Meeting
with video:



Zoom Meeting
audio only:



Share your experience

- Have you had any stumbling blocks, confusion, or challenges related to “treasurer topics” recently and how was it resolved?



Agenda

- 1 Making Transactions
- 2 Event Registration and Reporting
- 3 Roles and Responsibilities
- 4 Resources, Questions, Walkthrough



SECTION

1

Making Transactions



Why is This Important?!

- Be a better leader by understanding the process
- Accurate, timely transactions help the whole organization succeed
- Communication between Chapters, DALs, and Executive Team
- 'Money in' supports operations training, scholarships, student design competition, other revenue neutral events, and administration support/tools



Submitting a Check Request

- Chapter/Committee submits request to FWEA via treasurer form submittal
- Requests should be timely! Aim to submit request **within two weeks** of expense
- Items not in business plan need DAL, then Board approval before reimbursement
- **TRIPLE CHECK** you have mailing address correct!
- ACH ePayment now available for individuals and vendors
- Vendors already using Bill.com should provide their 16-digit payment network ID to be connected to FWEA
- May request card payment if special circumstances arise – **ACH payment is preferred method**

Signing up for ePayment

1

Start getting paid directly to your bank account.

bill

Hi

FWEA has updated their accounting and invoicing system. FWEA has partnered with BILL and is inviting you to create your account. Signing up is free.

With BILL, you get paid electronically and 2X faster than checks.

BILL will notify you when we pay your invoices, so you'll always know when you're getting paid.

If you have any questions, you can contact me at email@email.com, 000-000-0000 or [Bill Help Center](#).

Accept Invite

© 2024 Bill.com, LLC
6220 America Center Drive, San Jose, CA 95002

[Help Center](#) | [Privacy](#) | [Security Center](#)

Tell us more about your business

We're looking for your business info and not your customer/client, biller, or employers.

Legal company name or full name *

Business phone *

Business address line 1 *
Enter a location
+Address line 2

City * State * ZIP code *

Business type * Industry *

Accounting software *

Back Next

3

Fill out the required information. This should all be your information. Business type has an option for Individual.

2

How will you use this BILL account?

This will help make sure you get paid properly.

I represent a business

You will be making or receiving payments on behalf of your organization.

I'm an independent contractor

You are a 1099 or similar being paid by your clients on BILL.

I'm an employee

You are a W-2 employee receiving reimbursements through BILL.

I'm none of the above

Next

You can select the one that best fits or select "I'm none of the above" and then select Next.

Who owns ?

We're looking for your business info and not your customer/client, biller, or employers.

Owner's legal full name *

The name exactly as it appears on a passport or state ID.

Owner's date of birth *

Tax ID *

For legal and tax purposes, we require this information.

Company owner's SSN (9 digits)

Employer Identification Number (9 digits)

Next

4

Fill out the required information. This should all be your information.

Signing up for Bill.com

5

o o o o o o ● ENCRYPTED

Add a bank

We'll use this as your primary bank account for BILL

Account holder name *

Account type *

Personal Checking

Routing number (9 Digits) *

Bank name *

Account number (4-17 Digits) *

Re-enter account number *

Need help? [Save and finish](#)


Fill out the required banking information. Companies submitting payments will not be able to view or access this information.


6

o o o o o o ●

Payment speed

The setting you choose will apply to all future payments you receive. You can update it anytime. [Learn more about Instant Transfer](#)

 **Expedited - Instant Transfer**
Payments deposited in minutes, even on holidays and weekends.
Fee: 1% of payment amount (\$1 minimum)

 **Standard - ACH delivery**
Payments deposited in 2-4 business days.
No additional fee

[Save Setting](#)

Select your Payment speed. There is a fee for Expedited payments. Standard is free.

Receiving Payment

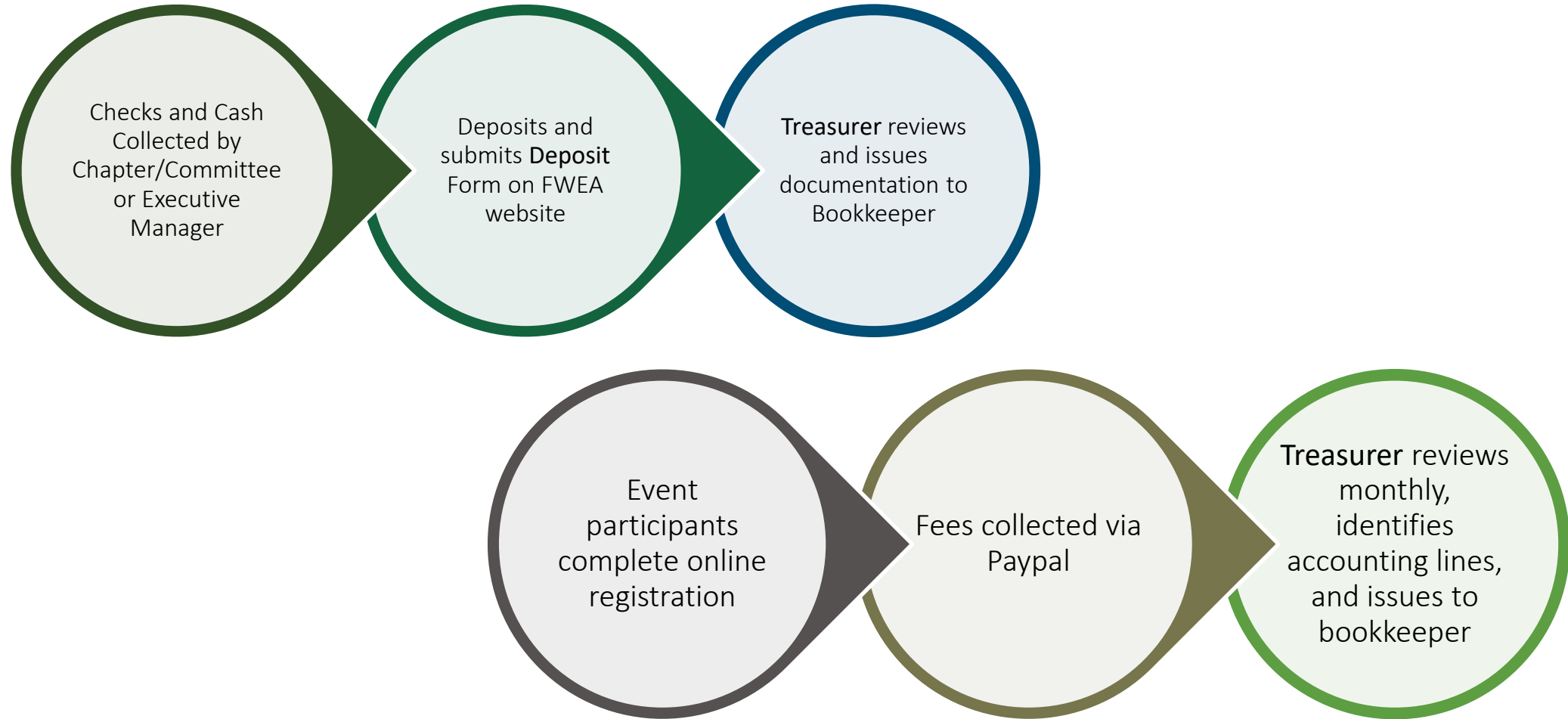
- Payments issued and mailed in 2-3 weeks
- Mailed checks should arrive one week later but may take longer!



Special Notes

- Prize money, gifts, or awards over \$500 must include a W9 for the awardee in your check request
- Card payment max is \$10,000
- Check requests over \$10,000 require additional approvals and a few extra days to clear
- PayPal fees are 1.99%+\$0.49 per transaction
- Executive Manager mailing address is changing. Forwarding service will be available at least until January 2025.

Deposits



Deposits

- Obtain/ request deposit slips with account number from Treasurer or Executive Manager
- Checks to **“Florida Water Environment Association”** or “FWEA” (no additional text on To field!)
- Document deposits made by your chapter / committee on FWEA Treasurer page
- Deposits sent to Executive Manager:
 - MUST include cover page “invoice” to identify chapter/committee/event funds
 - Best Practice: Include memo with chapter/ committee

SECTION

2

Event Registration and Reports



Process for Paying Event Expenses

- Obtain contract for venue, food, etc.
 - Only the **President and the Executive Director** are authorized to sign FWEA contracts
 - Understand contract payment terms (when payments are due)
 - Keep in mind once a deposit and final payment check is requested, allow one month processing
 - Send request for venue deposit, if required, to FWEA Treasurer with signed contract
- Request final payment check in advance of the event
 - Consider negotiation with location for 7-10 day payment after event
- As a last resort...for “day of”
 - Debit card use is discouraged and limited for events but can be done if planned
 - Submit the invoice to request payment of estimated final bill
 - An individual or company can cover the expense; submit receipts for reimbursement

Event Reporting

- Event page registration
 - Member Log In → My Events → View Attendees from Past Events
- Note that members can register and select to 'pay by check'
- Payment report shows what is paid/unpaid
- Chapters/committees should track event finances
 - Final event report can be obtained through website
 - Use website to send auto-populated invoice to unpaid attendees

Event Registration Reports

Event Registration Fee Breakdown Report

Reports Menu
CSV Version

Packages:

Name	Amount	Count	Total
▼ Sewer Trunk Level Sponsorship	\$750	3	\$2250
▼ Force Main Level Sponsorship	\$500	0	\$0
▼ Lateral Level Sponsorship	\$250	3	\$750
▼ FW&PCOA Sponsorship	\$1000	0	\$0

Fields:

Name	Amount	Count	Total
------	--------	-------	-------

Total: \$3000

Event Registration List

≡ Main Menu | Event List
Reports | Change Event

Use the checkbox next to the attendee name to quickly record attendance

Event: FWEA Treasure Coast Chapter and FSAWWA Region VIII Putting Contest and Networking, 06/16/22

Transaction *Contacts/Orgs*
(6)

Cockrell, Glen
city of port st slucie utilities

Grimaldi, Jill
Kimley-Horn and Associates

kanhai, Robin
city of port st. lucie - Utilities Department

Rezakhani, Javier
Core & Main

Attendees
(6)

Cockrell, Glen ⓘ

Grimaldi, Jill ⓘ

kanhai, Robin ⓘ

Rezakhani, Javier ⓘ

Pmt Meth.
(entry)

(PUB)

PPL (PUB)

(PUB)

PPL (PUB)

Invoice

#E13072 - pd

#E13070 - pd

SECTION

3

Roles and Responsibilities

The Treasurer's Report

- Report on the financial transactions of your organization at each meeting
- Decisions that need to be made are supported by accurate financial data
- Provide your report in advance of the meeting in writing
- Orally present the opening balance, total income, total expenses, and the ending balance
- Explain any large or unusual income or expenses or deviations from the budget
- Discuss any unpaid bills
- Open for discussion and questions
- Secretary receives a copy of the report to attach to minutes
- Chair then says "The treasurer's report is filed."

	Income April 2024	Budget	(Over)/Under Budget	Expense April 2024	Budget	(Over)/Under Budget	Income - Expense YTD Net	FY 23/24 Budget Net
Miscellaneous Uncoded Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest Income	593.42	200.00	(393.42)	0.00	0.00	0.00	593.42	393.42
Dues	79466.28	70000.00	(9466.28)	1007.60	0.00	(1007.60)	78458.68	8458.68
Joint Activities w/Others	80068.98	20000.00	(60068.98)	53957.30	35000.00	(18957.30)	26111.68	41111.68
Local Chapter	337091.13	256925.00	(80166.13)	247798.85	249875.00	2076.15	89292.28	82242.28
Committee	81932.62	94750.00	12817.38	71296.79	85310.00	14013.21	10635.83	1195.83
Operations	(3637.68)	0.00	3637.68	99420.87	102450.00	3029.13	(103058.55)	(608.55)
Other Income/Expense	3867.65	12500.00	8632.35	278749.54	57500.00	(221249.54)	(274881.89)	(229881.89)
Student Activities	4100.00	7433.33	3333.33	9024.58	13000.00	3975.42	(4924.58)	642.09
Scholarship	31054.70	10883.33	(20171.37)	18782.00	10883.33	(7898.67)	12272.70	12272.70
FWEA Subtotal w/o Utility Council	614537.10	472691.67	(141845.43)	780037.53	554018.33	(226019.20)	(165500.43)	(84173.76)
Utility Council Operating	317657.20	275000.00	(42657.20)	217432.80	316500.00	99067.20	100224.40	141724.40
NNC Reserve in Bank								
Spec Assmt: NNC								
Utility Council Subtotal	317657.20	275000.00	(42657.20)	217432.80	316500.00	99067.20	100224.40	141724.40
Total Operating Income/Expense	932194.30	747691.67	(184502.63)	997470.33	870518.33	550242.90	(65276.03)	(122826.67)
Encumbered Reserve in Bank								
Total Income/Expense	\$ 932194.30	747691.67	(184502.63)	\$ 997470.33	870518.33	550242.90	\$ (65276.03)	(122826.67)

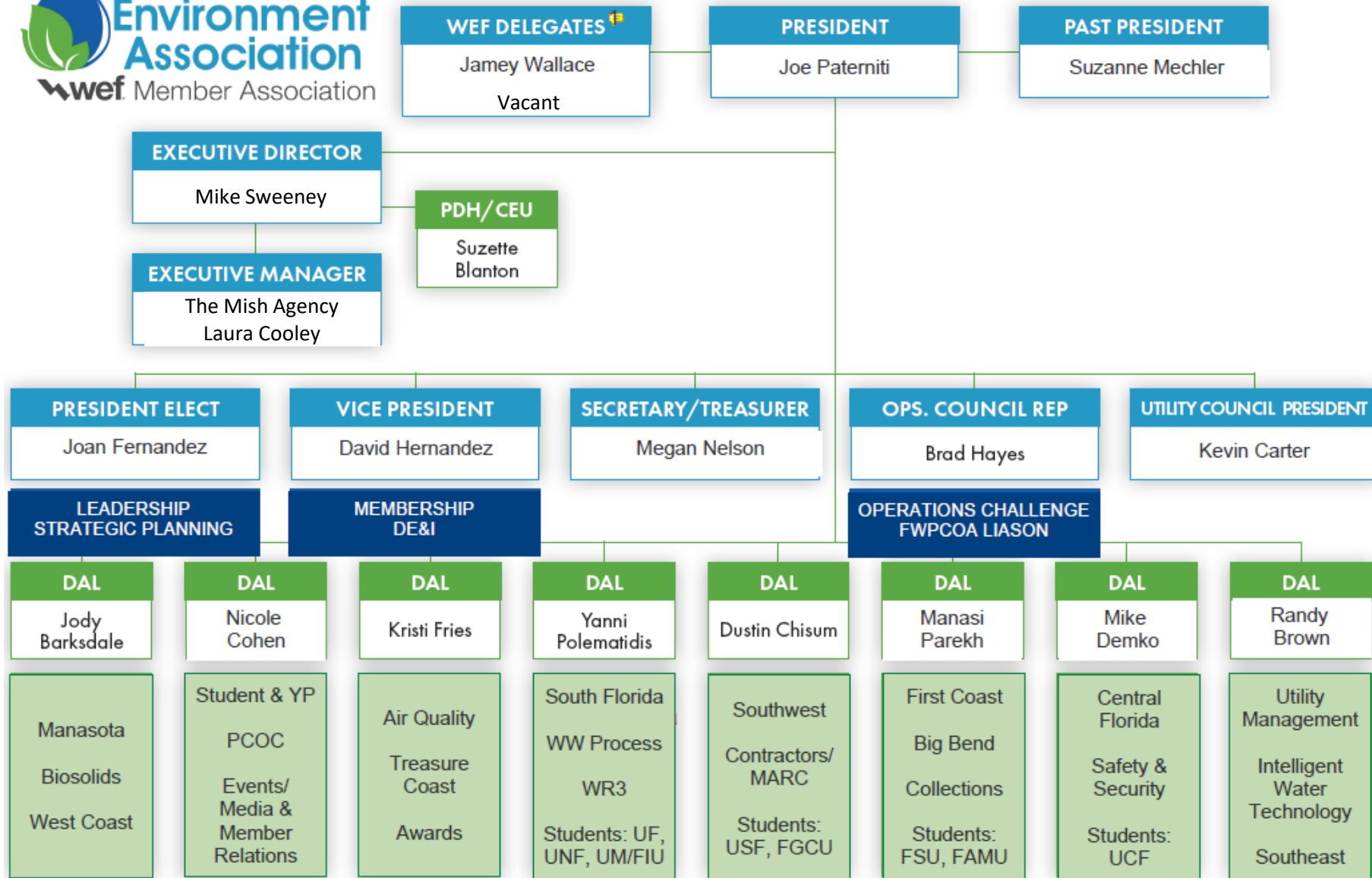
Account Balances for Month	Beginning This Month	Ending This Month	Change
Wells Fargo			
Checking	688370.81	626934.38	
Money Market	635621.42	635626.64	
Total Cash & Investments	1323992.23	1262561.02	(61,431.21)

Equity adjustment required	Year Start	YTD	
Fund Balances Year to Date			
FWEA w/o Utility Council	880151.36	842489.64	
Current Asset: FWEA Deferred Expense			
Current Asset: Revenue Due			
Current Liability: FWEA Deferred Revenue			
Current Liability: Expenses Due			
Utility Council	448746.36	409334.08	
Total	\$ 1,328,897.72	1,251,823.72	101,438.88
Interest Income YTD		593.42	
Fund Balances Plus Interest			\$ 1,252,417.14

Difference between total cash and total fund balance

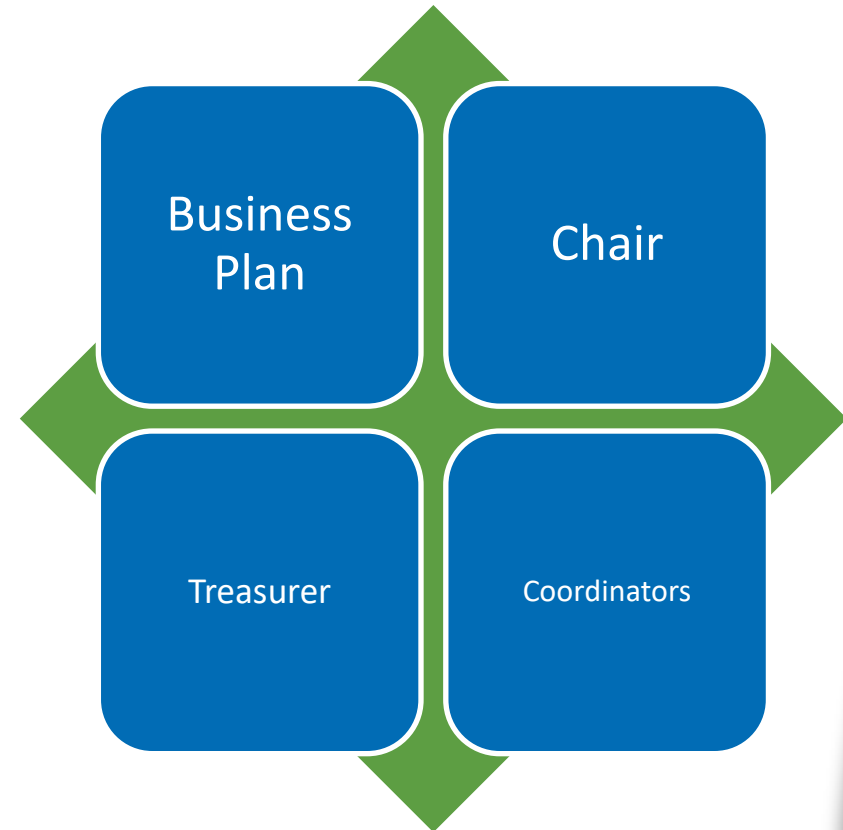
DAL and Treasurer are your first stop

- **Direct your treasurer questions to:** treasurer@fwea.org
- For help with related processes contact **DAL**:
 - Activities not in approved business plan (must be approved)
 - Advertising your event
 - Scholarship Fundraisers / Golf tournaments
 - Distributions must be coordinated after completion of fundraiser!
 - If you are also contributing to a local scholarship, stay informed of the financial health of that fund



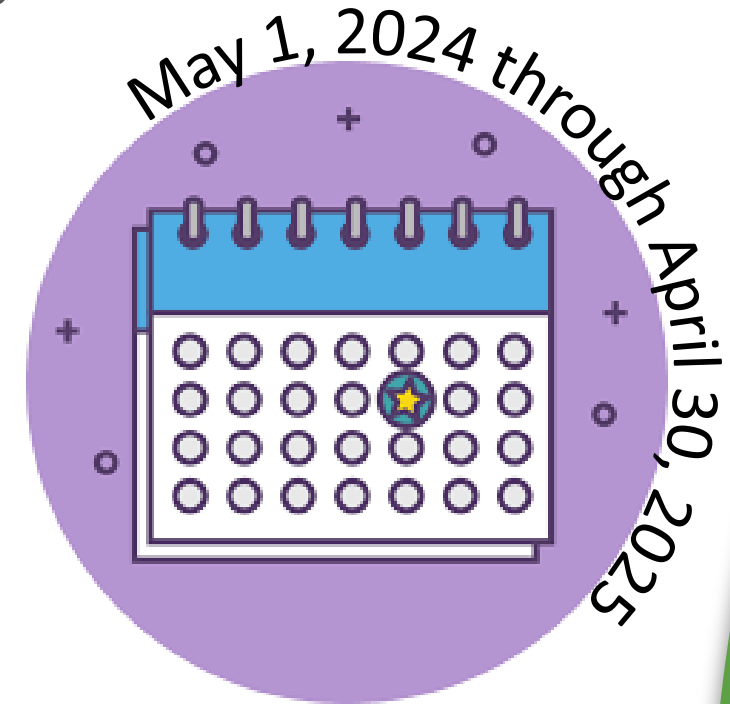
Understand Your Business Plan

- Tool to track income & expenses
- Business Plans are foundation of the overall FWEA Budget
- Outlines activities your C&C plans to undertake
- Facilitates cohesion throughout the organization
- 'Money in' supports operations training, scholarships, student design competition, other revenue neutral events, and administration support/tools



Planning for the Fiscal Year

- Help to ensure accurate annual accounting is complete
- April
 - All check requests must be in by end of April.
 - Payment separation required between fiscal years
 - Include a note in request defining FY
- Final annual reporting available June/ July
- Business plan development for following fiscal year occurs January through March around LDW



SECTION

4

Resources, Questions, Walkthrough



Treasurer Resources Page



BOOKMARK THIS PAGE!

https://fwea.org/volunteer_treasurer.php

- Budget Development / Business Plans
- Expense Reimbursement Requests
- Documenting Deposits
- Tax Status/ Tax Exempt Certificate
- Frequently Asked Questions



Key Takeaways

- Treasurer Resources: https://fwea.org/volunteer_treasurer.php
- Volunteer Resources: https://www.fwea.org/volunteer_resources.php
- Accounting Questions, Deposit slip requests:
 - Megan Nelson treasurer@fwea.org
- All other inquiries through your DAL