



# OHIO SECTION AWWA

## Memorandum

**TO:** Ohio Section Council/Committee Chairs  
**FROM:** Robert Gardner, Ohio Section AWWA Treasurer  
**SUBJECT:** 2011 Section Operating Budget Requests  
**DATE:** October 7, 2010  
**GOAL:** Submit and Pass a Balanced Budget

An Ohio Section Governing Board meeting is scheduled for Friday, January 7, 2011. The Governing Board will determine the OAWWA budget for 2011 at this meeting. As a committee/council chair, you are encouraged to attend this meeting to outline your 2011 programs, events and budget.

The purpose of this letter is to solicit the 2011 financial needs of your committee/council to permit the Governing Board the opportunity to make an informed decision regarding overall Section funding for 2011.

Budget requests are not guaranteed to be approved as submitted by the Governing Board. Expense requests far outweigh OAWWA revenue in recent years. Please be advised that with the general economic downturn our organization is experiencing difficult financial choices. In 2008 we experienced a loss of \$26,717.59, and in 2009 a loss of \$22,747.31, which is a 19.2% decline in our Section's assets for the two year period. I am encouraging every committee to be as active as possible in their role with the organization while looking for ways to increase revenue and reduce expenses.

**Committee/Council budget requests are due December 4<sup>th</sup>, 2010. Late budget requests may not be accepted unless there is a request and a valid reason for a late submission.** The Governing Board, Finance and Audit Committee and I need as much time as possible to evaluate the budget submissions considering the above information.

In addition, if you are a committee/council chair, who is budgeting for travel reimbursement, please read and be familiar with the attached memo regarding the treasurer's guidance and opinion on travel expenses. Also, please share this memo with people who plan on traveling for your committee/council. For 2011, please break down travel expenses to a per person basis.

In order to fill out and submit your 2011 budget request, please review the 2011 budget sheet located on the OAWWA Website. The Website can be found at [www.ohiowater.org](http://www.ohiowater.org). Click on The Ohio Section of the American Water Works Association link. This should take you to the OAWWA home page. On the home page, please click the link called "Treasurer's Corner". There you will see a document entitled "[2011 Budget Request & Goal form](#)". **Please download this form, review it, fill it out and return it to me via email by December 4<sup>th</sup> 2010.** My email address is [robert.gardner@westerville.org](mailto:robert.gardner@westerville.org). My phone number is (614) 901-6776. Please only send budget submissions via email. Please submit the document as a Word document so it can be merged into a larger document.

As committee/council chairs, if you have any further questions please contact your Governing Board liaison or me.

Thank you,



# OHIO SECTION AWWA

Memorandum  
Please Distribute!

**To:** Council/Committee Chairs, Committee Members, Others traveling who plan on requesting OAWWA reimbursement for their travel expenses.

**From:** Robert Gardner, Treasurer OAWWA

**Date:** October 4, 2010

**Re: Treasurer's guidance and opinion on volunteer OAWWA travel expenses  
(Based upon Association's Travel Policy)**

Volunteers (OAWWA committee members, council members, various team members) who have approved funds within the OAWWA budget for travel expenses and who are approved for travel by the Governing Board may be reimbursed for actual and reasonable travel expenses up to the approved budgetary amount. An overriding principle of the AWWA which covers the OAWWA also, is the request that volunteers minimize, within reason the expenses incurred during travel.

Before submitting expenses to OAWWA, volunteers should request that their employer cover travel related expenses, especially if you are on a team representing a municipality. Travel expenses which an employer does not cover may be submitted to OAWWA for reimbursement up to the approved budgeted amount. Total travel expenses to and from a location are reimbursable up to the lower of the cost of airfare or automobile travel.

When submitting a reimbursement forms, please provide original line item receipts. If traveling by car, please submit gas receipts as the OAWWA does not pay mileage. Receipts should be for OAWWA volunteers only. Please do not submit receipts for family members or other traveling with you as these expenses are not considered reimbursable expenses unless there is prior approval by the Governing Board.

With the above thoughts in mind please enjoy you travel. I encourage anyone who is traveling as an OAWWA volunteer to contact me before your travel if you have any financially related travel questions or circumstances that you would like to discuss. I can be reached at **614.901-6776** M-F 7:30am to 4 pm. My email is [robert.gardner@westerville.org](mailto:robert.gardner@westerville.org).

Thank you,

AMERICAN  
WATER  
WORKS  
ASSOCIATION