



# OHIO SECTION AWWA

## Memorandum

**TO:** Ohio Section Council/Committee Chairs  
**FROM:** Robert Gardner, Ohio Section AWWA Treasurer & Governing Board Member  
**CC:** OAWWA Governing Board

**SUBJECT:** 2012 Section Operating Budget Requests

**DATE:** October 26, 2011

**GOAL:** Submit and Pass a Balanced Budget

Thank you to everyone who volunteered to be a committee/council chair! An Ohio Section Governing Board meeting is scheduled for early January, 2012. The Governing Board will determine the OAWWA budget for 2012 at this meeting. As a committee/council chair, you are encouraged to attend this meeting to outline your 2012 programs, events and budget. As a Council/Committee chair, you have volunteered to stay informed about your committee's/council's specific Governing Board approved budgetary amounts for both revenue and expense.

The purpose of this letter is to solicit the financial requests of your committee/council to permit the Governing Board the opportunity to make an informed decision regarding overall Section funding for 2012.

Budget requests are not guaranteed to be approved as submitted to the Governing Board. In recent years, expense requests have far outweighed OAWWA revenue. Please be advised that with the general economic downturn our organization is experiencing difficult financial choices. Over the past several years, Governing Board members and council/committee chairs have been sensitive to this, your continued cooperation and understanding is greatly appreciated.

**Committee/Council budget requests are due December 6<sup>th</sup>, 2011. Late budget requests may not be accepted unless there is a request and a valid reason for a late submission.**

**IMPORTANT!!** If you are a committee/council chair, who is budgeting for Non-competition Team Travel Reimbursement, please read and be familiar with the attached memo regarding the treasurer's guidance on travel expenses. If you are a chair of a committee whose winning team travels to ACE, you do NOT need to budget for that travel. Mike Gradoville is the new Competition Committee Chair; he will budget for competitive traveling teams.

**IF YOU ARE A COMMITTEE CHAIR OF A COMMITTEE WITH A TEAM TRAVELING TO ACE TO COMPETE, INFORM YOUR TEAM THAT THEY MUST COMMUNICATE INDIVIDUALLY WITH MIKE GRADOVILLE. HE WILL INFORM THEM OF TRAVELING STRATEGIES TO MINIMIZE THEIR COST, REIMBURSEMENT LIMITS AND OF WHAT THEY NEED TO DO TO BE REIMBURSED UPON THEIR RETURN!**

In addition, I strongly suggest that traveling team members request early on from their employer a partial or complete funding of their travel to minimize expenses to the OAWWA. Competition committee chairs DO need to budget for expenses that will be incurred for everything except their team member's travel to ACE as previously stated.

In order to fill out and submit your 2012 budget request, please review the 2012 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 "[2012 Budget Request & Goal form](#)". **Please download this form, review it, fill it out and return it to me via email by December 6<sup>th</sup> 2011. Please keep it in Word Format so it can be merged.** My email address is [robert.gardner@westerville.org](mailto:robert.gardner@westerville.org). My phone number is (614) 901-6776.

# OHIO SECTION AWWA



AMERICAN WATERWORKS ASSOCIATION

Memorandum  
**Please Distribute!**

**To:** GB Members, Council/Committee Chairs, and Committee Members  
**From:** Robert Gardner, Treasurer OAWWA  
**Date:** October 21, 2011

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

Volunteers (OAWWA committee members, council 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. Also, please be aware of an overriding principle of the AWWA that covers the OAWWA, which is the request that volunteers reasonably minimize 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,