

**WHEREAS**, the Northeast Section of the Ohio Water Environment Association (NESOWEA) is a section of the Ohio Water Environment Association (OWEA) which is a 501(c)(3) Organization and a Member Association (MA) of the Water Environment Federation (WEF); and

**WHEREAS**, NESOWEA relies upon accurate policies and procedures to help govern the organizations and maintain consistency in responses to questions, inquiries and practices; and

**WHEREAS**, Policies and Procedures (P&P) shall be considered living documents subject to revision based on experience and the changing environment of NESOWEA, OWEA and WEF and for which NESOWEA wishes they be maintained in an accurate and up to date manner; and

**WHEREAS**, NESOWEA relies upon an accurate budget as a financial tool to manage the organization; and

**WHEREAS**, NESOWEA's Committees represent a critical component of the service delivery system offered to members and the wastewater professional community; and

**WHEREAS**, NESOWEA's committees require funds to operate and advance the cause of their key functions; and

**THEREFORE**, NESOWEA has adopted the following policy and procedure:

#### **POLICY AND PROCEDURE**

- I. NESOWEA's standing and ad-hoc committees shall submit budget requests at the beginning of each NESOWEA calendar year in accordance with the instructions of the President and Treasurer.
- II. Committees shall submit budget request forms and make accurate projections on funding requests. Estimates shall be derived from cost information from the previous year to the greatest extent possible. New activities shall be based on actual research and not guestimates.
- III. NESOWEA has found many committees overestimate need. This leads to inaccuracies in the budgeting process and artificial projections of shortfalls in revenue for the entire organization. Therefore, committees shall refrain from padding or inflating cost estimates for activities and functions speculative or poorly defined in nature or scope for which the committee has not done before but may be contemplating. It is acceptable for committee budgets to be \$0, where no cost is identified.
- IV. NESOWEA Executive Committee (EC) shall take the posture of being openly receptive to reasonable requests from committees during the year. This will ensure that cost allocation is closely matched to demonstrated need during the year and will prevent over-projections in budgets. It will also encourage committees to evolve and grow during the year and not view approaching the NESOWEA Executive Committee as a negative experience.
- V. NESOWEA EC then votes on these non-budget expenditures as the arise. If the expenditure is to continue, it should be reflected in the next years committee budget.