



WHEREAS, the Ohio Water Environment Association (OWEA) is a 501(c)(3) Organization and a Member Association (MA) of the Water Environment Federation (WEF); and

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

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

WHEREAS, OWEA's committees require funds to operate and advance the cause of their key functions.

THEREFORE, OWEA has adopted the following policy and procedure:

POLICY AND PROCEDURE

1. OWEA's standing and ad-hoc committees shall submit budget requests at the beginning of each OWEA calendar year in accordance with the instructions of the President and Executive Manager.
2. 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.
3. OWEA 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 of 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.
4. OWEA Executive Committee 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 OWEA Executive Committee as a negative experience.