

# BUDGET WORKSHOP:

## Annual/Multi-Year Processes



**DATE:** Thursday, October 18, 2018

**TIME:** 8:00 am - 3:00 pm

**LOCATION:**

California-Nevada Section Office  
10435 Ashford Street, First Floor  
Rancho Cucamonga, CA 91730

**PRICING:** \$150 for AWWA Members  
\$250 for Non Members

### Workshop Description:

This class is designed for the water industry budget preparer that wants to learn the processes necessary to create annual or multi-year budgets in the water industry. Beginning with the budget calendar and budget assumptions, through the preparation ending with budget submission. With the current climate of water conservation, drought implications, multi-tiered rate structures, and aging infrastructure concerns within the water industry; the goal is to create realistic budgets that prepare agencies for long-term financial health. If possible please bring a laptop/iPad for class exercise.

**Target Audience:** The target audience includes people who are currently working in the water industry, or desire to be in the water industry, and will be involved directly or indirectly in the budgeting process. All levels of budget experience are welcome, and include all managers that are or will be responsible for a company, department, or cost center budget.

This class may also apply to people in the general public who have an interest in this process. They want to know how budgets are developed.

**This workshop is eligible for  
up to 6 contact hours.**

### Workshop Objectives:

- Budget Types – Learn the various types of budgets organizations use
- Annual Budgets versus Multi-year Budgets
- Budget Process – Phase 1 – Preliminary – Deadlines, Assumptions, Meetings, Targets
- Budget Process – Phase 2 – Interdepartmental Budget Targets
- Budget Process – Phase 3 – Allocating Revenues and Expenses to Divisions
- Budget Process – Phase 4 – Fund Balances
- Budget Process – Phase 5 – Capital Equipment
- Budget Process – Phase 6 – Demographics, KPI's, Comparative Figures
- Budget Process – Phase 7 – Compilation of Figures and Review
- Budget Process – Phase 8 – Executive Summary, Department Descriptions, Table of Contents, Glossary, Index
- Budget Process – Phase 9 – Review, Compilation and Distribution

**Participants should have a  
laptop with Excel available.**

**Instructor:** Len Legotte, MBA

Visit [www.ca-nv-awwa.org](http://www.ca-nv-awwa.org) for more information  
or call the Section Office at 909.481.7200

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### Registration Form

AWWA Member \$150 / Non-member \$250 – Rancho Cucamonga – October 18, 2018

Attendee Name: \_\_\_\_\_

Attendee Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Attendee E-mail: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Company Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

AWWA Member #: \_\_\_\_\_

**\*Registration will not be processed without PAYMENT**

Make checks payable, in U.S. funds, to CA-NV AWWA

Check # \_\_\_\_\_ PO # \_\_\_\_\_  
(Must be accompanied by a physical copy of the Purchase Order)

**Payment Method: Credit Card: Visa** \_\_\_ **MC** \_\_\_ **AMEX** \_\_\_

Name on Card: \_\_\_\_\_

Credit Card # \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Total Amount Due: \_\_\_\_\_

If you need a copy of your receipt, please enter e-mail address:

E-mail \_\_\_\_\_

**To register or cancel your registration at any time, please contact Shobhana at 909.291.2117.**

Please fill out this form completely and mail to:

**CA-NV Section AWWA  
10435 Ashford St., 2nd Floor  
Rancho Cucamonga, CA 91730**

Or you can fax it to **(909) 291-2107** (secure fax line). Or email it to **[schickarmane@ca-nv-awwa.org](mailto:schickarmane@ca-nv-awwa.org)**

### CONTACT HOURS

All Contact Hours are emailed. In order to receive your Contact Hours, you must include your email address on this form. For attendance verification you must sign in and out. You must be in attendance for the full time in order to be awarded full credit. If your attendance cannot be verified you will not be issued Contact Hours. The Contact Hours advertised by the CA-NV AWWA are only an estimate, final hours are determined upon an audit of your record. It can take up to 30 days to process and issue your Contact Hour certificates.

### CA-NV AWWA CANCELLATION POLICY

Requests for refunds and requests for transfers must be made in writing and are subject to the following conditions: Full refund of fee paid (minus \$50.00 handling fee) will be issued for cancellations received more than two weeks prior to class date. All fees are non-refundable thereafter. Transfers are based on the availability. No transfer requests will be authorized within 72 hours prior to the class date.