

# TEXAS WATER UTILITIES ASSOCIATION SUBSIDIARY UNIT ANNUAL FINANCIAL REPORT FOR 20\_\_

**NOTE:** Report must be submitted by each Region, Section, District, and Chapter to the T.W.U.A. Central Office, 1106 Clayton Lane, Suite 112 West, Austin, TX 78723, **NOT LATER THAN MARCH 1.**

Reporting Organization: \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_ Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

According to the official records of the above named subsidiary unit of the Texas Water Utilities Association, the following represents the official activities for the calendar year shown.

**1. BEGINNING BALANCE (At January 1, 20\_\_)** \$ \_\_\_\_\_

## REVENUES

2. Membership Dues	\$ _____	8. Donations Received	\$ _____
3. Interest Income	\$ _____	9. Other _____	\$ _____
4. Member Item Sales	\$ _____	10. Other _____	\$ _____
5. Manual Sales	\$ _____	11. Miscellaneous Revenues	\$ _____
6. Registration Fees	\$ _____		
7. Exhibitor's Fees	\$ _____	<b>12. Total 20__ Revenues</b>	<b>\$ _____</b>
		<small>(Total of Lines 2-11)</small>	

## EXPENDITURES

13. Salary Expenses	\$ _____	25. Section Dues	\$ _____
14. Contractor Expenses	\$ _____	26. Association Services	\$ _____
15. Office Supplies	\$ _____	27. Professional Services	\$ _____
16. Postage Expense	\$ _____	28. Purchase of Manuals	\$ _____
17. Printing Expense	\$ _____	29. Member Items Purchase	\$ _____
18. Telephone Expense	\$ _____	30. Meeting Expenses	\$ _____
19. Insurance Expense	\$ _____	31. Seminar/School Expenses	\$ _____
20. Equipment Purchase	\$ _____	32. Awards Expenses	\$ _____
21. Equipment Rental	\$ _____	33. Other _____	\$ _____
22. Office Rental	\$ _____	34. Other _____	\$ _____
23. Travel Expense	\$ _____	35. Miscellaneous Expenses	\$ _____
24. Association Dues	\$ _____		
		<b>36. Total 20__ Expenditures</b>	<b>\$ _____</b>
		<small>(Total of Lines 13-35)</small>	

**37. NET INCREASE (DECREASE) FOR 20\_\_ :** (Line 12 plus or minus Line 36) \$ \_\_\_\_\_

**38. BALANCE AT DECEMBER 31, 20\_\_ :** (Line 1 plus or minus Line 37) \$ \_\_\_\_\_

I, the undersigned, do hereby certify that the information contained herein is true and correct to the best of my knowledge and belief.

Name and Title of Reporting Official: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Signature: \_\_\_\_\_

# TEXAS WATER UTILITIES ASSOCIATION MANAGEMENT LETTER REQUIREMENT

In accordance with the T.W.U.A. Bylaws: Article Six (G) Subsidiary Audits.

Each subsidiary unit (Region, Section, District or Chapter) shall cause a financial audit to be performed at the close of each calendar year. The audit may be performed by a Committee (of not less than three members of the subsidiary unit) appointed by the President or Chairman, or by an independent certified public accountant, municipal finance director, or other individual with knowledge of good accounting principles. The person or persons who completed the audit shall mail a "Management Letter", which describes the findings of the audit for the previous calendar year, to the Association's Central Office not later than March 15<sup>th</sup>. A copy of the Management Letter should also be sent to the President or Chairman of the unit.

A Sample "Management Letter" follows:

## Management Letter

I hereby certify that the financial records of the \_\_\_\_\_  
(Name of Subsidiary Unit)

for the year 200\_\_ were audited and, to the best of my knowledge and/or belief,

- (1) the records are complete and accurate,
- (2) all financial transactions are properly recorded, and
- (3) no accounting/bookkeeping procedural changes are suggest except as follows:

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Audit performed by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date