



PNWS - Subsection Officer Information

Officers to be included:

1. President/Chair
2. Vice-President/Vice-Chair
3. Secretary
4. Treasurer
5. In-coming Officer/Officer-Elect
6. Past President/Past Chair

Information Needed for Each Officers:

1. Name
2. Title
3. Business/Organization
4. Mailing/Street Address (P.O. Box is fine)
5. City/State/Zip Code
6. Phone
7. Fax
8. E-mail



American Water Works Association
Pacific Northwest Section

PO Box 872467
Vancouver, WA 98687
T 503-760-6460
F 360-254-0695
www.pnws-awwa.org

President/Chair

Vice-President/Vice-Chair

Secretary

Treasurer

In-coming Officer/Officer-Elect

Past President/Past Chair



PNWS-AWWA Subsection Activities

Please list your Subsection meetings for the past year. Include the date, where the meeting was held, topics discussed at the meeting and the number of people that attended the meeting. List all meetings, Workshops, short schools and other events sponsored or co-sponsored by the subsection. Including copies of the meeting flyers would be appreciated.
(Attach multiple sheets as needed)

Date	Location	Discussion Topics	No. in Attendance
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PNWS-AWWA Subsection Meeting Schedule

Please list your upcoming Subsection meeting schedule even if the schedule is proposed or tentative. Please list date, meeting location and topic of discussion. Please mark those dates that are tentative with an asterisk (*) (Attach multiple sheets as needed)

Date

Location

Discussion Topics



American Water Works Association
Pacific Northwest Section

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Location

Discussion Topics

South Sound Subsection

2024 Activities

- Best Tasting Water/Meter Challenge Event 3/28/2024
- Golf Tournament 7/12/2024
- YP Social/Tour TBD
- Fall Social TBD

2024 Trainings

- Waterworks 101 – March 2023 (TBD)
- Day with DOH – TBD
- DIPRA Part II – TBD
- PFAS Training – TBD

2024 Goals

- Continue to provide trainings to support continued professional development.
- Provide at least one networking event.
- Provide scholarship(s) to Class A or B utilities for South Sound trainings to give back to our members who are a part of smaller utilities and
- Increase membership, outreach to new members and involvement from members in the South Sound.

*Tentative/Placeholder

Account Agreement

Date: 07/22/2021

Institution Name & Address

Timberland Bank
Tacoma Branch
7805 S Hosmer St
Tacoma, WA 98408-0000

Internal Use 9034

Account Title & Address

PNWS-AWWA SOUTH SOUND SUBSECTION
PO BOX 11007
TACOMA, WA 98411

Owner/Signer Information 1

Name: KYLE A KIHS
Relationship: AUTHORIZED SIGNER
Address: [REDACTED]
Mailing Address (if different): [REDACTED]
Gov't issued Photo ID (type, number, state, issue date, exp. date): DL# [REDACTED] WA Is [REDACTED] Ex [REDACTED]
Other ID (description, details): [REDACTED]
Employer: [REDACTED]
Previous Financial Inst.: [REDACTED]
E-Mail: KKIHS@PNWS-AWWA.ORG
Work Phone: (503) 760-6460
Home Phone: [REDACTED] Mobile Phone: [REDACTED]
Birth Date: [REDACTED] SSN/TIN: [REDACTED]

Ownership of Account

The specified ownership will remain the same for all accounts.

- ☐ Single
☐ Joint with Survivorship (not as tenants in common)
☐ Joint with No Survivorship (as tenants in common)
☐ Community Property Account
- ☐ Sole Proprietorship or Single Member LLC ☐ Partnership
☒ LLC-enter tax classification (☐ C Corp ☐ S Corp ☐ Partnership)
☐ C Corporation ☐ S Corporation ☒ ASSOCIATION OR OR
☐ Trust-Separate Agreement Dated: [REDACTED]
☐ [REDACTED]

Beneficiary Designation

(Check appropriate ownership above.)

- ☐ Revocable Trust ☐ Pay-On-Death (POD)
☐ [REDACTED]

Beneficiary Name(s), Address(es), and SSN(s)

(Check appropriate beneficiary designation above.)

Enter Non-Individual Owner Information on page 2. There is additional Owner/Signer Information space on page 2.

☐ If checked, this is a temporary account agreement.

Number of signatures required for withdrawal: [REDACTED]

Signature(s)

The undersigned authorize the financial institution to investigate credit and employment history and obtain reports from consumer reporting agency(ies) on them as individuals. Except as otherwise provided by law or other documents, each of the undersigned is authorized to make withdrawals from the account(s), provided the required number of signatures indicated above is satisfied. The undersigned personally and as, or on behalf of, the account owner(s) agree to the terms of, and acknowledge receipt of copy(ies) of, this document and the following:

- ☒ Terms & Conditions ☐ Truth in Savings ☒ Funds Availability
☒ Electronic Fund Transfers ☒ Privacy ☒ Substitute Checks
☐ Common Features ☒ Overdraft Policy

☐ Agent (See Owner/Signer Information for Agent Designation(s).)

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

(1): [X]

KYLE A KIHS

I.D. # [REDACTED] D.O.B. [REDACTED]

(2): [X]

MICHELLE L POQUETTE

I.D. # [REDACTED] D.O.B. [REDACTED]

(3): [X]

SHANTEL SHEPARD

I.D. # [REDACTED] D.O.B. [REDACTED]

(4): [X]

JOLENE A GIBSON

I.D. # [REDACTED] D.O.B. [REDACTED]

Account Agreement

Date: 07/22/2021

Institution Name & Address

Timberland Bank
Tacoma Branch
7805 S Hosmer St
Tacoma, WA 98408-0000

Internal Use 9277

Account Title & Address

PNWS-AWWA SOUTH SOUND SUBSECTION
PO BOX 11007
TACOMA, WA 98411

Owner/Signer Information 1

Name: MICHELLE L POQUETTE
Relationship: AUTHORIZED SIGNER
Address: [REDACTED]
Mailing Address (if different): [REDACTED]
Gov't Issued Photo ID (type, number, state, issue date, exp. date): DL# [REDACTED] WA Is [REDACTED] Ex [REDACTED]
Other ID (description, details): [REDACTED]
Employer: CITY OF TACOMA
Previous Financial Inst.: [REDACTED]
E-Mail: mlpoquette@hotmail.com
Work Phone: (253) 355-1838
Home Phone: [REDACTED] Mobile Phone: [REDACTED]
Birth Date: [REDACTED] SSN/TIN: [REDACTED]

Enter Non-Individual Owner Information on page 2. There is additional Owner/Signer Information space on page 2.

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Beneficiary Designation

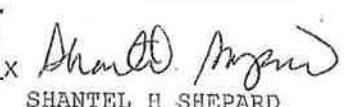
(Check appropriate ownership above.)


- ☐ Revocable Trust ☐ Pay-On-Death (POD)
☐ _____


Beneficiary Name(s), Address(es), and SSN(s)

(Check appropriate beneficiary designation above.)

- (1): [X] 
MICHELLE L POQUETTE
I.D. # [REDACTED] D.O.B. [REDACTED]

(2): [X] 
SHANTEL H SHEPARD
I.D. # [REDACTED] D.O.B. [REDACTED]

(3): [X] 
KYLE A KIHS
I.D. # [REDACTED] D.O.B. [REDACTED]

(4): [X] 
JOLENE A GIBSON
I.D. # [REDACTED] D.O.B. [REDACTED]



AWWA and the Section

Reasons an Affiliation Agreement is needed:

- Protect the Associations' intellectual property including logos, emblems, names, free publications and other proprietary material. In this litigious society if you don't protect your brands you can lose them. An example, Bayer aspirin did not protect the name aspirin and it is now used worldwide by many companies.
- By having this agreement the Association can continue to indemnify all eligible persons of the section, such as directors and officers with liability insurance as cost effectively as possible.
- The Associations' not-for-profit status is critical to our organization surviving. As such the need was there to ensure that everyone understood that all activities conducted by the Sections must meet with AWWA's stated mission of uniting the water community to protect public health and to provide safe and sufficient water for all. Through collective leadership, AWWA advances technology, education, science, management, and government policies. Anything outside of this mission is not allowed.

Section Penalties for Affiliation Agreement Violations:

1. If the Section violates this agreement to Association may start a disciplinary proceeding that could include financial penalties or ultimately dissolution of the Section.

I understand the importance of the American Water Works Associations' Affiliation Agreement and why it was needed. Furthermore, I understand that by violating this agreement I place the Pacific Northwest Section in jeopardy of financial penalties or possible dissolution. If I have any questions or concerns regarding my Committee or Subsection activities I will contact the Section office for clarification.

Name

Title

Committee or Subsection

Date



POLICY ON CONFLICTS OF INTEREST AND DISCLOSURE OF CERTAIN INTERESTS

This conflict of interest policy is designed to help directors, officers, employees and members ("Responsible Persons") of the Pacific Northwest Section of the American Water Works Association (PNWS) identify situations that present potential conflicts of interest and to provide the Section with a procedure which, if observed, will allow a transaction to be treated as valid and binding even though a Responsible Person has or may have a conflict of interest with respect to the transaction.

DEFINITIONS

Conflict of Interest. For purposes of this policy, the following circumstances shall be deemed to be a Conflict of Interest:

Outside Interests

- A Contract or Transaction between the PNWS and a Responsible Person or a Family Member of a Responsible Person.
- A Contract or Transaction between the PNWS and an entity in which a Responsible Person or a Family Member of a Responsible Person has a material interest in excess of 5% or of which such person is a director, officer, agent, partner, trustee, personal representative, guardian, custodian, or other legal representative.

Outside Activities

- A Responsible Person or a Family Member of a Responsible Person accepting gifts, entertainment, or other favors with a value in excess of \$100 from any individual or entity that:
 - (i) Does or is seeking to do business with the PNWS or
 - (ii) Is seeking to receive a loan or grant, or to secure other financial commitments or benefits from the PNWS.

Responsible Person is any person who is an officer, director, employee or member of the PNWS, including, when the context requires, a Family Member of any such person.

Family Member is a spouse, domestic partner, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister of a Responsible Person.

Contract or Transaction is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary or financially meaningful relationship except for transactions in the ordinary course of business (a) between the PNWS and an employee of the PNWS arising from the employment relationship, such as salary, benefits or reimbursement of employment related expenses, (b) between the PNWS and a member of the PNWS arising from the membership relationship, such as payment of membership dues or the purchase of publications, exhibition space or member services, or (c) between the PNWS and its officers or directors arising out of their positions, such as the reimbursement of travel and lodging expenses in accordance with the PNWS's stated policies for such reimbursements.

PROCEDURES

- Prior to any Board or Committee action on a Contract or Transaction involving a Conflict of Interest, any Responsible Person having a Conflict of Interest who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.
- If an officer or director of the PNWS is unable to attend a meeting of a Board or Committee at which he or she has reason to believe that the Board will act on a matter in which the officer or director has a Conflict of Interest, then that person shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
- Any Responsible Person who has a Conflict of Interest shall not participate in or be permitted to hear the Board's discussion of the matter except to disclose material facts and to respond to questions. Any Responsible Person who is an officer, director or employee of the PNWS shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- A Responsible Person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of quorum for purposes of the vote. The Responsible Person having a Conflict of Interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken. Such person's ineligibility to vote shall be reflected in the minutes of the meeting.
- Responsible Persons who are not members of the Board of Directors of the PNWS shall disclose to the PNWS Executive Director or Chair of the PNWS (or his or her designee) any Conflict of Interest that such Responsible Person has with respect to a Contract or Transaction. Responsible Persons who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board action shall also make the same disclosure. In either case, such disclosure shall be made as soon as practicable as the Responsible Person knows of the Conflict of Interest. Any Responsible Person who is an officer, director or employee of the PNWS shall refrain from any action that may affect the PNWS's participation in the Contract or Transaction.
- In the event it is not entirely clear that a Conflict of Interest exists, the Responsible Person with the potential conflict shall disclose, in writing, the circumstances to the Chair or Executive Director of the PNWS, who shall determine whether there exists a Conflict of Interest that is subject to this policy.

- Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with any such Contract or Transaction the disclosure of which might have an adverse effect on the business of the PNWS. Furthermore, a Responsible Person shall not disclose or use information relating to the business of the PNWS for the personal profit or advantage of the Responsible Person or a Family Member.

Dissemination and Review of Policy

- This policy shall be published on the PNWS's website and otherwise made available to all members of the PNWS. Each officer, director and employee of the PNWS shall be required to review a copy of this policy and acknowledge in writing that he or she has done so.
- Each officer and director of the PNWS shall annually complete a disclosure form identifying any relationships, positions, or circumstances in which such Responsible Person is involved that could reasonably be expected to lead to a Conflict of Interest. Such relationships, positions or circumstances include any significant ownership interest (more than 5%) of a business that might provide goods or services to the PNWS. The PNWS will treat any such disclosures as confidential information.
- The Board of Directors shall review this policy annually. Any changes to the policy shall be communicated immediately to all Responsible Persons.

Certification

I declare that I have no knowledge, as of the date set forth below, of any relationships, positions, or circumstances in which I am involved that could be deemed a Conflict of Interest under the Conflict of Interest Policy of the Pacific Northwest Section of the American Water Works Association as currently in effect except as follows:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I also certify that I have reviewed, and I agree to abide by, the Pacific Northwest Section of the American Water Works Association's Conflict of Interest Policy, as currently in effect and as it may be amended from time to time.

Signature _____ **Date:** _____

Name (printed) _____

Committee or Subsection _____

Title _____



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Signature _____ **Date:** _____

Name (printed) _____

Committee or Subsection _____

Title _____



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Signature  Date: 01 / 19 / 2023

Name (printed) JEREMY DJAJADI

Committee or Subsection South Sound Subsection PNWS-AWWA

Title Secretary

Print Form



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Responsible Person is any person who is an officer, director, employee or member of the PNWS, including, when the context requires, a Family Member of any such person.

Family Member is a spouse, domestic partner, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister of a Responsible Person.

Contract or Transaction is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary or financially meaningful relationship except for transactions in the ordinary course of business (a) between the PNWS and an employee of the PNWS arising from the employment relationship, such as salary, benefits or reimbursement of employment related expenses, (b) between the PNWS and a member of the PNWS arising from the membership relationship, such as payment of membership dues or the purchase of publications, exhibition space or member services, or (c) between the PNWS and its officers or directors arising out of their positions, such as the reimbursement of travel and lodging expenses in accordance with the PNWS's stated policies for such reimbursements.

PROCEDURES

- Prior to any Board or Committee action on a Contract or Transaction involving a Conflict of Interest, any Responsible Person having a Conflict of Interest who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.
- If an officer or director of the PNWS is unable to attend a meeting of a Board or Committee at which he or she has reason to believe that the Board will act on a matter in which the officer or director has a Conflict of Interest, then that person shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
- Any Responsible Person who has a Conflict of Interest shall not participate in or be permitted to hear the Board's discussion of the matter except to disclose material facts and to respond to questions. Any Responsible Person who is an officer, director or employee of the PNWS shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- A Responsible Person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of quorum for purposes of the vote. The Responsible Person having a Conflict of Interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken. Such person's ineligibility to vote shall be reflected in the minutes of the meeting.
- Responsible Persons who are not members of the Board of Directors of the PNWS shall disclose to the PNWS Executive Director or Chair of the PNWS (or his or her designee) any Conflict of Interest that such Responsible Person has with respect to a Contract or Transaction. Responsible Persons who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board action shall also make the same disclosure. In either case, such disclosure shall be made as soon as practicable as the Responsible Person knows of the Conflict of Interest. Any Responsible Person who is an officer, director or employee of the PNWS shall refrain from any action that may affect the PNWS's participation in the Contract or Transaction.
- In the event it is not entirely clear that a Conflict of Interest exists, the Responsible Person with the potential conflict shall disclose, in writing, the circumstances to the Chair or Executive Director of the PNWS, who shall determine whether there exists a Conflict of Interest that is subject to this policy.

- Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with any such Contract or Transaction the disclosure of which might have an adverse effect on the business of the PNWS. Furthermore, a Responsible Person shall not disclose or use information relating to the business of the PNWS for the personal profit or advantage of the Responsible Person or a Family Member.

Dissemination and Review of Policy

- This policy shall be published on the PNWS's website and otherwise made available to all members of the PNWS. Each officer, director and employee of the PNWS shall be required to review a copy of this policy and acknowledge in writing that he or she has done so.
- Each officer and director of the PNWS shall annually complete a disclosure form identifying any relationships, positions, or circumstances in which such Responsible Person is involved that could reasonably be expected to lead to a Conflict of Interest. Such relationships, positions or circumstances include any significant ownership interest (more than 5%) of a business that might provide goods or services to the PNWS. The PNWS will treat any such disclosures as confidential information.
- The Board of Directors shall review this policy annually. Any changes to the policy shall be communicated immediately to all Responsible Persons.

Certification

I declare that I have no knowledge, as of the date set forth below, of any relationships, positions, or circumstances in which I am involved that could be deemed a Conflict of Interest under the Conflict of Interest Policy of the Pacific Northwest Section of the American Water Works Association as currently in effect except as follows:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I also certify that I have reviewed, and I agree to abide by, the Pacific Northwest Section of the American Water Works Association's Conflict of Interest Policy, as currently in effect and as it may be amended from time to time.

Signature



Date:

1-17-2023

Name (printed)

Michelle Poquette

Committee or Subsection

South Sound Subsection

Title

Treasurer

Print Form

SF: adminpol/Conflict of interest

BALANCE SHEET YEAR 2023

CHECKING ACCOUNT Bank Statement Period – January 1, 2023 - January 31, 2023

PREVIOUS BALANCE \$ 29,262.49

DEPOSITS AND ADDITIONS \$

(Should total the income listed on
the Revenue/Expense Statement)

CHECKS AND WITHDRAWALS \$ 38.61

(Should total the expenses listed on
the Revenue/Expense Statement)

\$38.61 Constant
Contact

ENDING BALANCE \$ 29,223.88

SAVINGS ACCOUNT Bank Statement Period – January 1, 2023 - January 31, 2023

PREVIOUS BALANCE \$ 7,617.15

DEPOSITS AND ADDITIONS \$ 0.06

(Should total the income
listed on the Revenue/Expense Statement)

CHECKS AND WITHDRAWALS \$ 0.00

(Should total the expenses
listed on the Revenue/Expense Statement)

ENDING BALANCE \$ 7,617.21

REVENUE/EXPENSE STATEMENT

Bank Statement Period – January 1, 2023 - January 31, 2023

INCOME:

Interest (Savings Account)	\$ 0.06
Receivables (Checking Account)	\$ 0.00
Miscellaneous	\$ 0.00

TOTAL INCOME	\$ 0.06
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EXPENSES:

Accounting Fees	\$ 38.61	Constant Contact
Committee	\$ 0.00	
Conference/Meeting	\$ 0.00	
Equipment	\$ 0.00	
Miscellaneous	\$ 0.00	
Officer Compensation	\$ 0.00	
Postage	\$ 0.00	
Printing	\$ 0.00	
Prizes & Awards	\$ 0.00	
Snacks	\$ 0.00	
Telephone	\$ 0.00	
Travel	\$ 0.00	
Reimbursement	\$ 0.00	

TOTAL EXPENSES	\$ 38.61
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Notes:

BALANCE SHEET YEAR 2023

CHECKING ACCOUNT Bank Statement Period – February 1, 2023 - February 28, 2023

PREVIOUS BALANCE \$ 29,223.88

DEPOSITS AND ADDITIONS

\$

(Should total the income listed on
the Revenue/Expense Statement)

\$38.61 Constant
Contact

\$1000.00 2022

CHECKS AND WITHDRAWALS

1,233.61

Greatest need PAC
donation

\$195.00 2022 E&T
Donation

\$

(Should total the expenses listed on
the Revenue/Expense Statement)

ENDING BALANCE \$ 27,990.27

SAVINGS ACCOUNT Bank Statement Period – February 1, 2023 - February 28, 2023

PREVIOUS BALANCE \$ 7,617.21

DEPOSITS AND ADDITIONS

\$ 0.06

(Should total the income
listed on the Revenue/Expense Statement)

CHECKS AND WITHDRAWALS

\$ 0.00

(Should total the expenses
listed on the Revenue/Expense Statement)

ENDING BALANCE \$ 7,617.27

REVENUE/EXPENSE STATEMENT

Bank Statement Period – February 1, 2023 - February 28, 2023

INCOME:

Interest (Savings Account)	\$ 0.06
Receivables (Checking Account)	\$ 0.00
Miscellaneous	\$ 0.00

TOTAL INCOME \$ 0.06

EXPENSES:

Accounting Fees	\$ 38.61	Constant Contact
Committee	\$ 0.00	
Conference/Meeting	\$ 0.00	
Equipment	\$ 0.00	
Miscellaneous	\$ 1,195.00	\$1000.00 2022 Greatest need PAC Donation \$195.00 2022 E&T Donation
Officer Compensation	\$ 0.00	
Postage	\$ 0.00	
Printing	\$ 0.00	
Prizes & Awards	\$ 0.00	
Snacks	\$ 0.00	
Telephone	\$ 0.00	
Travel	\$ 0.00	
Reimbursement	\$ 0.00	

TOTAL EXPENSES \$ 1,233.61

Notes:

BALANCE SHEET YEAR 2023

CHECKING ACCOUNT Bank Statement Period – March 1, 2023 - April 2, 2023

PREVIOUS BALANCE		\$ 27,990.27
DEPOSITS AND ADDITIONS	1,692.61	\$800.00 Parametrix sponsorship \$92.61 Beverage return \$800.00 Sybis Sponsorship
(Should total the income listed on the Revenue/Expense Statement)	\$	
CHECKS AND WITHDRAWALS	6,608.11	\$38.61 Constant Contact \$75.36 Glass rental for BTW \$2055.39 Catering for BTW \$165.37 Beverage purchase for BTW \$67.13 Beverage purchase \$206.25 BTW Trophies \$4000.00 2022 LASA Donation
(Should total the expenses listed on the Revenue/Expense Statement)	\$	
ENDING BALANCE		\$ 23,074.77

SAVINGS ACCOUNT Bank Statement Period – March 1, 2023 - April 2, 2023

PREVIOUS BALANCE		\$ 7,617.27
DEPOSITS AND ADDITIONS	\$ 0.07	
(Should total the income listed on the Revenue/Expense Statement)		
CHECKS AND WITHDRAWALS	\$ 0.00	
(Should total the expenses listed on the Revenue/Expense Statement)		
ENDING BALANCE		\$ 7,617.34

REVENUE/EXPENSE STATEMENT
Bank Statement Period – March 1, 2023 - April 2, 2023

INCOME:

Interest (Savings Account)	\$ 0.07
Receivables (Checking Account)	\$ 1,692.61
Miscellaneous	\$ 0.00

TOTAL INCOME	\$ 1,692.68
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EXPENSES:

Accounting Fees	\$ 38.61	Constant Contact
Committee	\$ 0.00	
Conference/Meeting	\$	
Equipment	\$ 75.36	Glass rental
		67.13 Soda for BTW
		4000.00 LASA
		Donation 2022
		165.37 Beer for BTW
Miscellaneous	\$ 4,232.50	
Officer Compensation	\$ 0.00	
Postage	\$ 0.00	
Printing	\$ 0.00	
Prizes & Awards	\$ 206.25	BTW Trophies
Snacks	\$ 2,055.39	BTW Catering & Bar service
Telephone	\$ 0.00	
Travel	\$ 0.00	
Reimbursement	\$ 0.00	

TOTAL EXPENSES	\$ 6,608.11
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Notes:

BALANCE SHEET YEAR 2023

CHECKING ACCOUNT Bank Statement Period – April 3, 2023 - April 30, 2023

PREVIOUS BALANCE		\$ 23,074.77	
			\$500.00 BTW Venue Security Deposit Return
DEPOSITS AND ADDITIONS	6,975.74		\$5875.74 WW101 Paypal Balance \$600.00 WW101 Check payments
	\$		
(Should total the income listed on the Revenue/Expense Statement)			
			\$38.61 Constant Contact \$1000.00 Oakbrook Golf Deposit \$38.27 Winco Soda for WW101
CHECKS AND WITHDRAWALS	3,104.86		\$88.24 Starbucks Coffee for WW101 \$95.81 Costco WW101 Snacks & Juice & Breakfast \$743.93 Marlenes WW101 Boxed Lunches \$1100.00 Venue rental for BTW event
	\$		
(Should total the expenses listed on the Revenue/Expense Statement)			
ENDING BALANCE		\$ 26,945.65	

SAVINGS ACCOUNT Bank Statement Period – April 3, 2023 - April 30, 2023

PREVIOUS BALANCE		\$ 7,617.34	
DEPOSITS AND ADDITIONS	\$ 0.06		
(Should total the income listed on the Revenue/Expense Statement)			
CHECKS AND WITHDRAWALS	\$ 0.00		
(Should total the expenses listed on the Revenue/Expense Statement)			
ENDING BALANCE		\$ 7,617.40	

REVENUE/EXPENSE STATEMENT
Bank Statement Period – April 3, 2023 - April 30, 2023

INCOME:

Interest (Savings Account)	\$ 0.06
Receivables (Checking Account)	\$ 6,975.74
Miscellaneous	\$ 0.00

TOTAL INCOME	\$ 6,975.80
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EXPENSES:

Accounting Fees	\$ 38.61	Constant Contact
Committee	\$ 0.00	
Conference/Meeting	\$ 0.00	
Equipment	\$ 0.00	
Miscellaneous	\$ 2,100.00	Golf Oakbrook Deposit & Firefighters Hall Rental
Officer Compensation	\$ 0.00	
Postage	\$ 0.00	
Printing	\$ 0.00	
Prizes & Awards	\$ 0.00	
Snacks	\$ 966.25	WW101 Soda, Breakfast, Snacks, Coffee, Lunch
Telephone	\$ 0.00	
Travel	\$ 0.00	
Reimbursement	\$ 0.00	

TOTAL EXPENSES	\$ 3,104.86
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Notes:

BALANCE SHEET YEAR 2023

CHECKING ACCOUNT Bank Statement Period – May 1, 2023 - May 31, 2023

PREVIOUS BALANCE		\$ 26,945.65
		\$120.00 WW 101 check registration \$100.00 Carolla Golf Sponsorship
DEPOSITS AND ADDITIONS	220.00	
	\$	
(Should total the income listed on the Revenue/Expense Statement)		
		\$38.61 Constant Contact \$14.29 Home Goods Basket Supplies \$47.72 Winco - Beverages for Construction Management training \$173.42 Costco - Snacks/food for Construction Management training
CHECKS AND WITHDRAWALS	274.04	
	\$	
(Should total the expenses listed on the Revenue/Expense Statement)		
ENDING BALANCE		\$ 26,891.61

SAVINGS ACCOUNT Bank Statement Period – May 1, 2023 - May 31, 2023

PREVIOUS BALANCE		\$ 7,617.40
DEPOSITS AND ADDITIONS	\$ 0.06	
(Should total the income listed on the Revenue/Expense Statement)		
CHECKS AND WITHDRAWALS	\$ 0.00	
(Should total the expenses listed on the Revenue/Expense Statement)		
ENDING BALANCE		\$ 7,617.46

REVENUE/EXPENSE STATEMENT
Bank Statement Period – May 1, 2023 - May 31, 2023

INCOME:

Interest (Savings Account)	\$ 0.06
Receivables (Checking Account)	\$ 220.00
Miscellaneous	\$ 0.00

TOTAL INCOME	\$ 220.06
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EXPENSES:

Accounting Fees	\$ 38.61	Constant Contact
Committee	\$ 0.00	
Conference/Meeting	\$ 0.00	
Equipment	\$ 0.00	
Miscellaneous	\$ 14.29	Basket donation supplies
Officer Compensation	\$ 0.00	
Postage	\$ 0.00	
Printing	\$ 0.00	
Prizes & Awards	\$ 0.00	
Snacks	\$ 221.14	Construction Management snacks and beverages
Telephone	\$ 0.00	
Travel	\$ 0.00	
Reimbursement	\$ 0.00	

TOTAL EXPENSES	\$ 274.04
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Notes:

BALANCE SHEET YEAR 2023

CHECKING ACCOUNT Bank Statement Period – June 1, 2023 - July 2, 2023

PREVIOUS BALANCE		\$ 26,891.61
		\$2239.17 Paypal \$120.00 Const Man Reg M. Vessey \$240.00 WW101 Reg Chad Hughes \$250.00 Golf Hole Sponsor - TSBK
DEPOSITS AND ADDITIONS	2,849.17	
	\$	
(Should total the income listed on the Revenue/Expense Statement)		\$88.24 Starbucks for Construction Management \$38.61 Constant Contact \$95.12 Fraudulent charge - disputed 6/21/23 \$77.82 Fraudulent charge - disputed 6/21/23
CHECKS AND WITHDRAWALS	299.79	
	\$	
(Should total the expenses listed on the Revenue/Expense Statement)		
ENDING BALANCE		\$ 29,440.99

SAVINGS ACCOUNT Bank Statement Period – June 1, 2023 - July 2, 2023

PREVIOUS BALANCE		\$ 7,617.46
DEPOSITS AND ADDITIONS	\$ 0.07	
(Should total the income listed on the Revenue/Expense Statement)		
CHECKS AND WITHDRAWALS	\$ 0.00	
(Should total the expenses listed on the Revenue/Expense Statement)		
ENDING BALANCE		\$ 7,617.53

REVENUE/EXPENSE STATEMENT
Bank Statement Period – June 1, 2023 - July 2, 2023

INCOME:

Interest (Savings Account)	\$ 0.07
Receivables (Checking Account)	\$ 2,849.17
Miscellaneous	\$ 0.00

TOTAL INCOME	\$ 2,849.24
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EXPENSES:

Accounting Fees	\$ 38.61	Constant Contact
Committee	\$ 0.00	
Conference/Meeting	\$ 0.00	
Equipment	\$ 0.00	
Miscellaneous	\$ 172.94	Two fraudulent charges, disputed 6/21/23
Officer Compensation	\$ 0.00	
Postage	\$ 0.00	
Printing	\$ 0.00	
Prizes & Awards	\$ 0.00	
Snacks	\$ 88.24	Construction Management coffee
Telephone	\$ 0.00	
Travel	\$ 0.00	
Reimbursement	\$ 0.00	

TOTAL EXPENSES	\$ 299.79
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Notes:

BALANCE SHEET YEAR 2023

CHECKING ACCOUNT Bank Statement Period – July 3, 2023 - July 31, 2023

PREVIOUS BALANCE \$ 29,440.99

DEPOSITS AND ADDITIONS	17,125.82	\$77.82 Provisional credit for fraudulent charge \$500.00 Dinner Sponsor (Reg Wat Coop Pierce Co) \$95.12 Provisional credit for fraudulent charge \$485.00 BHC golf reg (3) + Mulligans (4) \$850.00 Sybis Sponsorships (Dinner, Hole, Green) \$250.00 HBC Sponsor \$952.62 Square sales \$12,980.26 PayPal Sales \$100.00 Registration change re-deposited \$835.00 Cash sales during event less raffle prize money
	\$	

(Should total the income listed on the Revenue/Expense Statement)

CHECKS AND WITHDRAWALS	12,012.91	\$44.67 Constant Contact \$376.77 Geiger (sunglasses for swag bags) \$28.12 Office Depot (swag bag labels) \$150.51 Costco (snacks for swag bags) \$193.87 Geiger (logowear/shirts) \$700.00 Oakbrook GC (prizes for tournament) \$100 (ck#2014) Change for registration desk \$2644.96 (ck#2015) Oakbrook GC balance remaining for tournament \$7774.01 (ck#2017) Adriatic Grill (catering balance for tournament) *ck2016 is void - Adriatic gave me the wrong invoice total
	\$	

(Should total the expenses listed on the Revenue/Expense Statement)

ENDING BALANCE	\$ 34,553.90
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SAVINGS ACCOUNT Bank Statement Period – July 3, 2023 - July 31, 2023

PREVIOUS BALANCE	\$ 7,617.53
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DEPOSITS AND ADDITIONS	\$ 0.06
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(Should total the income
listed on the Revenue/Expense Statement)

CHECKS AND WITHDRAWALS	\$ 0.00
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(Should total the expenses
listed on the Revenue/Expense Statement)

ENDING BALANCE	\$ 7,617.59
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REVENUE/EXPENSE STATEMENT
Bank Statement Period – July 3, 2023 - July 31, 2023

INCOME:

Interest (Savings Account)	\$ 0.06
Receivables (Checking Account)	\$ 17,125.82
Miscellaneous	\$ 0.00

TOTAL INCOME	\$ 17,125.88
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EXPENSES:

Accounting Fees	\$ 44.67	Constant Contact
Committee	\$ 0.00	
Conference/Meeting	\$ 10,418.97	Golf course (\$2644.96) and Adriatic Grill (\$7774.01)
Equipment	\$ 0.00	
Miscellaneous	\$ 670.64	Sunglasses (\$376.77), Logowear shirts (\$193.87) & Change for Registration table (\$100.00)
Officer Compensation	\$ 0.00	
Postage	\$ 0.00	
Printing	\$ 28.12	Labels for Swag bags
Prizes & Awards	\$ 700.00	Gift certificates from Oakbrook for prizes
Snacks	\$ 150.51	Snacks for swag bags
Telephone	\$ 0.00	
Travel	\$ 0.00	
Reimbursement	\$ 0.00	

TOTAL EXPENSES	\$ 12,012.91
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Notes:

BALANCE SHEET YEAR 2023

CHECKING ACCOUNT Bank Statement Period – August 1, 2023 - August 31, 2023

PREVIOUS BALANCE \$ 34,553.90

DEPOSITS AND ADDITIONS \$ 0.00

(Should total the income listed on
the Revenue/Expense Statement)

CHECKS AND WITHDRAWALS \$ 44.67 \$44.67 Constant Contact

(Should total the expenses listed on
the Revenue/Expense Statement)

ENDING BALANCE \$ 34,509.23

SAVINGS ACCOUNT Bank Statement Period – August 1, 2023 - August 31, 2023

PREVIOUS BALANCE \$ 7,617.59

DEPOSITS AND ADDITIONS \$ 0.07

(Should total the income
listed on the Revenue/Expense Statement)

CHECKS AND WITHDRAWALS \$ 0.00

(Should total the expenses
listed on the Revenue/Expense Statement)

ENDING BALANCE \$ 7,617.66

REVENUE/EXPENSE STATEMENT

Bank Statement Period – August 1, 2023 - August 31, 2023

INCOME:

Interest (Savings Account)	\$ 0.07
Receivables (Checking Account)	\$ 0.00
Miscellaneous	\$ 0.00

TOTAL INCOME	\$ 0.07
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EXPENSES:

Accounting Fees	\$ 44.67	Constant Contact
Committee	\$ 0.00	
Conference/Meeting	\$ 0.00	
Equipment	\$ 0.00	
Miscellaneous	\$ 0.00	
Officer Compensation	\$ 0.00	
Postage	\$ 0.00	
Printing	\$ 0.00	
Prizes & Awards	\$ 0.00	
Snacks	\$ 0.00	
Telephone	\$ 0.00	
Travel	\$ 0.00	
Reimbursement	\$ 0.00	

TOTAL EXPENSES	\$ 44.67
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Notes:

BALANCE SHEET YEAR 2023

CHECKING ACCOUNT Bank Statement Period – September 1, 2023 - October 1, 2023

PREVIOUS BALANCE		\$ 34,509.23	
DEPOSITS AND ADDITIONS	\$ 180.00		\$60.00 Outstanding CM Registration \$120.00 Outstanding WW101 Registration
(Should total the income listed on the Revenue/Expense Statement)			
CHECKS AND WITHDRAWALS	\$ 44.67		\$44.67 Constant Contact
(Should total the expenses listed on the Revenue/Expense Statement)			
ENDING BALANCE		\$ 34,644.56	

SAVINGS ACCOUNT Bank Statement Period – September 1, 2023 - October 1, 2023

PREVIOUS BALANCE		\$ 7,617.66	
DEPOSITS AND ADDITIONS	\$ 0.06		
(Should total the income listed on the Revenue/Expense Statement)			
CHECKS AND WITHDRAWALS	\$ 0.00		
(Should total the expenses listed on the Revenue/Expense Statement)			
ENDING BALANCE		\$ 7,617.72	

REVENUE/EXPENSE STATEMENT

Bank Statement Period – September 1, 2023 - October 1, 2023

INCOME:

Interest (Savings Account)	\$ 0.06
Receivables (Checking Account)	\$ 180.00
Miscellaneous	\$ 0.00

TOTAL INCOME	\$ 180.06
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EXPENSES:

Accounting Fees	\$ 44.67	Constant Contact
Committee	\$ 0.00	
Conference/Meeting	\$ 0.00	
Equipment	\$ 0.00	
Miscellaneous	\$ 0.00	
Officer Compensation	\$ 0.00	
Postage	\$ 0.00	
Printing	\$ 0.00	
Prizes & Awards	\$ 0.00	
Snacks	\$ 0.00	
Telephone	\$ 0.00	
Travel	\$ 0.00	
Reimbursement	\$ 0.00	

TOTAL EXPENSES	\$ 44.67
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Notes:

BALANCE SHEET YEAR 2023

CHECKING ACCOUNT Bank Statement Period – October 2, 2023 - October 31, 2023

PREVIOUS BALANCE \$ 34,644.56

DEPOSITS AND ADDITIONS \$ 2,842.96 \$2762.96 PayPal - DIPRA training
\$80.00 DIPRA Check Registration
(Should total the income listed on
the Revenue/Expense Statement)

CHECKS AND WITHDRAWALS \$ 177.71 \$44.67 Constant Contact
\$88.92 Costco - training snacks
\$44.12 Starbucks - coffee for
training
(Should total the expenses listed on
the Revenue/Expense Statement)

ENDING BALANCE \$ 37,309.81

SAVINGS ACCOUNT Bank Statement Period – October 2, 2023 - October 31, 2023

PREVIOUS BALANCE \$ 7,617.72

DEPOSITS AND ADDITIONS \$ 0.06
(Should total the income
listed on the Revenue/Expense Statement)

CHECKS AND WITHDRAWALS \$ 0.00
(Should total the expenses
listed on the Revenue/Expense Statement)

ENDING BALANCE \$ 7,617.78

REVENUE/EXPENSE STATEMENT

Bank Statement Period – October 2, 2023 - October 31, 2023

INCOME:

Interest (Savings Account)	\$ 0.06
Receivables (Checking Account)	\$ 2,842.96
Miscellaneous	\$ 0.00

TOTAL INCOME \$ 2,843.02

EXPENSES:

Accounting Fees	\$ 44.67	Constant Contact
Committee	\$ 0.00	
Conference/Meeting	\$ 0.00	
Equipment	\$ 0.00	
Miscellaneous	\$ 0.00	
Officer Compensation	\$ 0.00	
Postage	\$ 0.00	
Printing	\$ 0.00	
Prizes & Awards	\$ 0.00	
Snacks	\$ 133.04	\$88.92 Costco - DIPRA snacks \$44.12 Starbucks - DIPRA coffee
Telephone	\$ 0.00	
Travel	\$ 0.00	
Reimbursement	\$ 0.00	

TOTAL EXPENSES \$ 177.71

Notes:

BALANCE SHEET YEAR 2023

CHECKING ACCOUNT Bank Statement Period –November 1, 2023 - November 30, 2023

PREVIOUS BALANCE \$ 37,309.81

DEPOSITS AND ADDITIONS \$ 0.00

(Should total the income listed on
the Revenue/Expense Statement)

CHECKS AND WITHDRAWALS 14,044.67

\$

(Should total the expenses listed on
the Revenue/Expense Statement)

\$44.67 Constant Contact
\$8500.00 ENT Named Scholarship
donation
\$1500.00 PAC Greatest Need
Donation
\$4000.00 LASA Donation

ENDING BALANCE \$ 23,265.14

SAVINGS ACCOUNT Bank Statement Period – November 1, 2023 - November 30, 2023

PREVIOUS BALANCE \$ 7,617.78

DEPOSITS AND ADDITIONS \$ 0.07

(Should total the income
listed on the Revenue/Expense Statement)

CHECKS AND WITHDRAWALS \$ 0.00

(Should total the expenses
listed on the Revenue/Expense Statement)

ENDING BALANCE \$ 7,617.85

REVENUE/EXPENSE STATEMENT

Bank Statement Period – November 1, 2023 - November 30, 2023

INCOME:

Interest (Savings Account)	\$ 0.07
Receivables (Checking Account)	\$ 0.00
Miscellaneous	\$ 0.00

TOTAL INCOME \$ 0.07

EXPENSES:

Accounting Fees	\$ 44.67	Constant Contact
Committee	\$ 0.00	
Conference/Meeting	\$ 0.00	
Equipment	\$ 0.00	
		\$8500.00 ENI Named Scholarship donation
		\$1500.00 PAC Greatest Need Donation
Miscellaneous	\$ 14,000.00	\$4000.00 LASA Donation
Officer Compensation	\$ 0.00	
Postage	\$ 0.00	
Printing	\$ 0.00	
Prizes & Awards	\$ 0.00	
Snacks	\$ 0.00	
Telephone	\$ 0.00	
Travel	\$ 0.00	
Reimbursement	\$ 0.00	

TOTAL EXPENSES \$ 14,044.67

Notes:

BALANCE SHEET YEAR 2023

CHECKING ACCOUNT Bank Statement Period –December 1, 2023 - December 31, 2023

PREVIOUS BALANCE		\$ 23,265.14	
DEPOSITS AND ADDITIONS	\$ 0.00		
(Should total the income listed on the Revenue/Expense Statement)			
CHECKS AND WITHDRAWALS	\$ 44.67		\$44.67 Constant Contact
(Should total the expenses listed on the Revenue/Expense Statement)			
ENDING BALANCE		\$ 23,220.47	

SAVINGS ACCOUNT Bank Statement Period – December 1, 2023 - December 31, 2023

PREVIOUS BALANCE		\$ 7,617.85	
DEPOSITS AND ADDITIONS	\$ 0.06		
(Should total the income listed on the Revenue/Expense Statement)			
CHECKS AND WITHDRAWALS	\$ 0.00		
(Should total the expenses listed on the Revenue/Expense Statement)			
ENDING BALANCE		\$ 7,617.91	

REVENUE/EXPENSE STATEMENT

Bank Statement Period – December 1, 2023 - December 31, 2023

INCOME:

Interest (Savings Account)	\$ 0.06
Receivables (Checking Account)	\$ 0.00
Miscellaneous	\$ 0.00

TOTAL INCOME	\$ 0.06
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EXPENSES:

Accounting Fees	\$ 44.67	Constant Contact
Committee	\$ 0.00	
Conference/Meeting	\$ 0.00	
Equipment	\$ 0.00	
Miscellaneous	\$ 0.00	
Officer Compensation	\$ 0.00	
Postage	\$ 0.00	
Printing	\$ 0.00	
Prizes & Awards	\$ 0.00	
Snacks	\$ 0.00	
Telephone	\$ 0.00	
Travel	\$ 0.00	
Reimbursement	\$ 0.00	

TOTAL EXPENSES	\$ 44.67
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Notes:

Checking	Beginning Total	\$ 29,262.49	
Jan	Deposits	\$0.00	
	Withdrawals/Checks		\$38.61
Feb	Deposits	\$ -	
	Withdrawals/Checks		\$ 1,233.61
Mar	Deposits	\$ 1,692.61	
	Withdrawals/Checks		\$ 6,608.11
Apr	Deposits	\$ 6,975.74	
	Withdrawals/Checks		\$ 3,104.86
May	Deposits	\$ 220.00	
	Withdrawals/Checks		\$ 274.04
Jun	Deposits	\$ 2,849.17	
	Withdrawals/Checks		\$ 299.79
Jul	Deposits	\$ 17,125.82	
	Withdrawals/Checks		\$12,012.91
Aug	Deposits	\$ -	
	Withdrawals/Checks		\$ 44.67
Sept	Deposits	\$ 180.00	
	Withdrawals/Checks		\$ 44.67
Oct	Deposits	\$ 2,842.96	
	Withdrawals/Checks		\$ 177.71
Nov	Deposits	\$ -	
	Withdrawals/Checks		\$14,044.67
Dec	Deposits	\$ -	
	Withdrawals/Checks		\$ 44.67
		\$31,886.30	\$37,928.32
Ending Balance		\$ 23,220.47	

Savings	Beginning Total	7617.15	
Jan	Deposits	\$0.06	
	Withdrawals/Checks		\$ -
Feb	Deposits	0.06	
	Withdrawals/Checks		\$ -
Mar	Deposits	0.07	
	Withdrawals/Checks		\$ -
Apr	Deposits	0.06	
	Withdrawals/Checks		\$ -
May	Deposits	0.06	
	Withdrawals/Checks		\$ -
Jun	Deposits	0.07	
	Withdrawals/Checks		\$ -
Jul	Deposits	0.06	
	Withdrawals/Checks		\$ -
Aug	Deposits	0.07	
	Withdrawals/Checks		\$ -
Sept	Deposits	0.06	
	Withdrawals/Checks		\$ -
Oct	Deposits	0.06	
	Withdrawals/Checks		\$ -
Nov	Deposits	0.07	
	Withdrawals/Checks		\$ -
Dec	Deposits	0.06	
	Withdrawals/Checks		\$ -
		\$0.76	\$ -
Ending Balance		\$7,617.91	



American Water Works Association
Pacific Northwest Section

PO Box 872467
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www.pnws-awwa.org

SUBSECTION BALANCE SHEET FOR CALENDAR YEAR

Subsection Name:

BANK STATEMENT PERIOD:

THROUGH

PREVIOUS BALANCE

DEPOSITS & ADDITIONS (Should total the income on the profit and loss statement)

CHECKS & WITHDRAWALS (should total the expenses on the profit and loss statement)

ENDING BALANCE:



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SUBSECTION BALANCE SHEET FOR CALENDAR YEAR

Subsection Name:

BANK STATEMENT PERIOD:

THROUGH

PREVIOUS BALANCE

DEPOSITS & ADDITIONS (Should total the income on the profit and loss statement)

CHECKS & WITHDRAWALS (should total the expenses on the profit and loss statement)

ENDING BALANCE:



SUBSECTION PROFIT/LOSS STATEMENT AS OF:

Subsection Name:

INCOME:

Interest

Receivables

Miscellaneous

TOTAL INCOME:

EXPENSES:

Accounting Fees

Committee

Conference/Meetings

Equipment

Miscellaneous

Officer Compensation

Postage

Printing

Prizes & Awards

Telephone

Travel

TOTAL EXPENSES:



SUMMARY REPORT OF SUBSECTION CASH RECEIPTS AND EXPENSES FOR

Subsection Number:

Subsection Name:

1. Total Subsection Balance of Funds at beginning of the year:

2. Total receipts during the year. (Monies collected during the year):

3. Total (Add Lines 1 and 2)

4. Total Expenses for the year:

5. Balance at the end of the year. (Subtract Line 4 from Line 3)

6. Of the Balance on Line 5, how much is earned Interest from the bank?

7. Please list where the subsection funds are kept. (Types of accounts, name and branch of bank(s), account number(s), cash, etc.) Remember to protect your bank account numbers! Do not transmit this form electronically with account numbers attached.

Certification:

I, the undersigned, Secretary/Treasurer of the _____ Subsection hereby certify that the foregoing is a correct statement of cash receipts and disbursements for the calendar year listed above.

Signed

Print Form

Please Print Signed Name

Account Report 2023

[illegible]