

WWA Event Reporting Protocol

-Expectations and Process

WWA event planning is hectic and sometimes frustrating, but the event usually comes off without a hitch once event day arrives. All of the planning for volunteers, ticket prices, door prizes, guns, auction items and of course the meal takes a lot of coordination and organization. Our Chapter Leaders are the best at what they do, these events always come together and are well received! Once your event is concluded there is one more task that needs to be completed, the event reporting and submission of funds. After a hectic month or two of planning and a long day and night at your event, sometimes this last task gets pushed off. What is the old adage? "Your job is not complete until the paperwork is done". This is certainly true for our WWA events as well.

Normally the Association expects the final paperwork and funds to be forwarded to the State Office (Kelcy Boettcher, PO box 427, Wales, WI 53183) **within 30 days** from the conclusion of your event. Why? Several Reasons. It is important for the Association to be able to deposit and report each event results in a timely fashion. Many times, purchases of merchandise from State sponsors are done on a quarterly basis because of budgeting. If budgeted funds are not received on a timely basis and deposited the Association may not be able to complete purchases and potentially lose out on large discounts. It is not uncommon to have special offers from sponsors which could save \$1000's on merchandise. It is important that funds are forwarded as soon as possible to keep the Association wheels in motion! The second reason is to comply with State and Federal gaming requirements. The Association must report their gaming activities routinely to comply and also to be reactive to spot audits by these agencies. The purpose of the protocol in this document is to help identify useful shortcuts and assist in putting the paperwork together efficiently.

Following are some recommendations to consider:

1. Consult the Volunteer only secure pages on the website at www.wisducks.org/chapter-information. Here you will find several spreadsheets that will help you document your event.

a. Banquet reporting worksheet

b. Banquet reporting form.

Utilize the form early on in the process of documenting income and the expense of items. Do not wait to reconcile all of this information the day after the banquet. You may miss something!

2. The purpose of the forms is to document the event receipts (income) and the event expenses. Any spreadsheet will work, the one on the website is used by many Chapters. Feel free to use what works for you, but, use a spreadsheet!

3. Keep track of all expenses. Write down all event expenses including banquet tickets, cost of merchandise, printing expense etc. Writing these down on a worksheet makes quick work of inserting into your spreadsheet at the conclusion of your event.

4. State tax must be paid on all live auction and silent auction items only. A special line must be added for this expense.

5. Don't forget to get an expense total from your Regional Director for all the WWA merchandise you plan to utilize at your event. Doing this in advance will speed the process.

6. Keep track of receipts (income) for all of your raffles, game income, registration, donations, etc... Again writing these down on a worksheet once you complete your cash counting at the conclusion of your event will speed the process.

7. Pay all of your outstanding bills at the conclusion of your event. Ask all of your vendors (gun shops, catering, merchandise suppliers etc.) to forward an invoice within 1 week. Some Chapters pay vendors the day of the event with previous income received. This again will speed the reporting process.

8. Count your income from all games, registrations, etc. as soon as you are able to after the event. At the end of the event day you and your volunteers may be exhausted and may want to consider setting up a time in the next day or two to count the income. It is advisable to have several people count and recount the funds to verify totals for the bank and to eliminate any potential allegations of impropriety. Insert these fund totals into your income line for each.

9. Once you have your total income and expenses documented on your spreadsheet and you have deposited your funds into your bank account you should be able to reconcile your "net" proceeds for the event.

10. Don't forget to deduct sales tax, WWA merchandise and any cash advances you received from the State WWA as expenses on your spreadsheet.

11. Registration income may come directly to you in cash (or check) or by credit card. Credit card registrations should be forwarded to Kelcy Boettcher for deposit. Be sure to document both streams of income for your spreadsheet (you will only see the cash in your Chapter account). Be sure to send Kelcy the original registration form with the credit card #'s and signature. Any copy you keep of the registration form should have the credit card #'s removed!

12. Once the spreadsheet and the bank deposit statements are reconciled, print the spreadsheet, write a check to WWA and forward to Kelcy Boettcher (address above).

13. Chapter Bank accounts should be kept as low as possible after your last event. Usually less than \$500 should be left in your account depending on your near future needs (ie., planned class A raffle, etc..). Cash left in your Chapter account is generally not accessible for Association use. Imagine if all 24+ Chapters kept \$500 in their accounts; that is \$12,000 that is not accessible for habitat work or future purchases at discounted rates!

14. If you have questions regarding the reporting process, feel free to contact your State WWA single point of contact from the Board of Directors, your Regional Director, Executive Director or other staff for assistance. A copy of the assigned Board contacts by Chapter are attached.

Your prompt submittal of income and forms from your event helps keep WWA rolling and successful in their charge to complete wetland habitat projects and to pay bills on time. Your support to file your paperwork on time and submit funds will insure efficient use of all resources.

While some Chapters will encounter unforeseen circumstances when they cannot meet the 30 day reporting deadline. In this case, be sure to communicate these issues to your Association Directors. As you might expect there are some Chapters that are habitual late reporters. Continued exceedance of reporting timelines may result in loss of incentives for exceeding goal or super goal budgets or the ability to control Chapter bank accounts. With your help we will eliminate late reporting and insure the Association is maintained in a strong financial position

Thanks for all you do for the Wisconsin Waterfowl Association!

WWA Board of Directors