

Association of WV Solid Waste Authorities
Fiscal Year Ending June 30, 2013
Accounting Procedures
August 21, 2013

Introduction

We interviewed Mike Reese, Treasurer of the Association of WV Solid Waste Authorities (the Authority), concerning the accounting systems in use by the Authority. Mr. Reese has been Treasurer since January 2013 and his predecessor was Robert Wines. The Treasurer answers to the Authority's Board of Directors (the Board) as do the Authority's Chairman, Vice Chair, and Secretary.

The Authority's purpose is to:

“...address the common concerns of its member authorities in all matters affecting solid waste management, including reduction, reuse, recycling, and litter control in West Virginia.”

as stated in Article II of their Bylaws.

Generally

Other than the Authority's By-Laws and their directives as noted in their meeting minutes, the Authority has no accounting policies or procedures nor do they generate financial statements. The Authority's financial records are stored at Mr. Reese's residence and consist mainly of: two checkbooks; one for their **Education Fund** and the other for their **General Fund**, two red folders; one for WV state tax data the other for tax registrations, articles of incorporation, etc., two white binders containing bank statements, deposit receipts, invoices and receipts for expenditures for the above two accounts, and a manila folder with IRS related tax data. He added these records are kept on file back to and including fiscal year 2008.

Mr. Reese stated the authority has no other funds/accounts than the two noted above and added no theft or fraud has occurred in them to the best of his knowledge. He also stated the Board is considering opening a third account. The four positions noted in the introduction paragraph have signature authority for both accounts (which are interest bearing). Any excess funds in both accounts are not invested.

The checks indicate the Authority's previous mailing address. Mr. Reese stated the new address will show on the next batch of checks received from the bank and will also have two signature lines instead of one on the current checks.

Receipts/Revenues

General Fund receipts consist of annual membership dues of \$200 from the various Solid Waste Authorities around the state, \$200 annual dues from corporations/other organizations, and \$50 annual from individual members. There are no other sources of receipts for this fund. The AWVSWA does not receive donations to Mr. Reese's knowledge. Mr. Reese receives and processes the dues received in the mail at the Authority's mailing

address in Ripley, WV. There are no ledgers, journals, or other accounting records maintained for this fund other than bank records.

Education Fund receipts consist of the Authority's annual conference fees and fees from conference exhibitors as well as sponsorship fees. These fees, when mailed to the Authority's above address, are also processed by Mr. Reese for deposit. Diana Haid of the WV Department of Environmental Protection (DEP) also processes Education fund receipts and maintains an Access log of them. Ms. Haid usually processes these receipts when they are paid in person, e.g., at the conference. No one assist her with this process. She then forwards the receipts to Mr. Reese for deposit. There are no ledgers, journals, or other accounting records maintained for this fund other than bank records.

Disbursements

As with receipts, there are no formal policies/procedures for disbursements. When goods/services are needed, Mr. Reese or Ms. Malcolm would simply get permission from the Board to make the purchase as indicated in the meeting minutes. Only one signature was provided on the General or Education fund checks when paying for goods/services until January 2013; two signatures are now included as required by the By-Laws. There are no ledgers, journals, or other accounting records maintained for disbursements other than the invoices/receipts received from the vendor.

End.