

PRINCIPLES OF WATER DEPT. FINANCE Agenda

Time	Lesson
9:00 am	Welcome and Introduction
9:05 am – 10:00 am	History and current cost of water (Value vs Cost)
10:00 am – 11:45 am <i>(includes a 15-minute break)</i>	<p>Basic Financial Statement Review: What is the purpose of each and what information does it provide a decision-maker.</p> <ol style="list-style-type: none"> 1. General Ledger 2. Trial Balance 3. Budget 4. Balance Sheet 5. Income Statement 6. Cash Flow Statement
11:45 am – 12:15 pm	<p>Other important statements: Why a Capital Plan is important and the proper recording of assets.</p> <ol style="list-style-type: none"> 1. Capital Plan 2. Fixed Asset listing <ol style="list-style-type: none"> a. Proper recording of Contributed Capital and Grant Funding
12:15 pm – 12:45 pm	Lunch
12:45 pm – 1:15 pm	Defining proper revenue requirements: What are the methodologies and pros/cons.
1:15 pm – 2:30 pm <i>(includes a 15-minute break)</i>	<p>Creating a projection: Basic layout and proper projection methods.</p> <ol style="list-style-type: none"> 1. Revenues 2. Expenses 3. Rate of Return (Operating Income or Loss) 4. Cash Flow 5. Minimum Cash Reserve Methodology
2:30 pm – 3:00 pm	<p>Overview of cost-of-service process: How are revenue requirements allocated to help ensure each customer is paying for the services provided.</p> <ol style="list-style-type: none"> 1. Customer charges 2. Commodity charges 3. Rates of financial stability
3:00 pm – 3:30 pm	<p>Financial Policies: Which ones are a must and why.</p> <ol style="list-style-type: none"> 1. How to explain the financial process and a rate increase to the end user.
3:30 pm	Adjourn