

# #722 Financial Management Basics for Small Utilities

## 6 W & WW CONTACT HOURS

Nothing is as important to a community's public health and economic development as its infrastructure; and two of the main components of strong infrastructures are the water and wastewater systems. Every system must have three primary capabilities to effectively protect an adequate water supply and an environmentally safe wastewater operation; managerial ability, financial resources and technical expertise. This course is designed to address how to manage and control the systems financial capability as set forth by the U.S. Environmental Protection Agency (EPA). The financial health of utility can mean the difference between success and failure. A system cannot be financially viable if they do not know how to handle the monies involved in the operation of the business.

### Topics to be covered:

- Revenues & Rate Setting
- Basic Rate Setting Principles
- Evaluating Small System Rates
- General Overhead Allocation
- Minimum Reserve Levels
- Accounting and Bookkeeping
- Budgeting
- Case Studies
- Planning
- Business Plans
- Asset Management
- Capital Improvement Planning
- Audits

# March 21, 2019

**Hotel Anthracite**  
25 South Main Street  
Carbondale, PA 18407  
**Lackawanna County**

**Class Time:** 8:00 am - 3:30 pm  
**Registration:** 7:30 am

*Lunch and materials provided*

**Instructor: Chad Heister**  
*Energy and Sustainability Specialist*

### Questions?

Call 800-653-7792 ext. 107 or 108  
Or email: Training@PRWA.com

**WE HOPE TO SEE YOU THERE!**

### THE PRWA PROMISE

If you're not 100% satisfied with the training class for any reason, we will give you a refund!

**WWW.PRWA.COM/PROMISE**

**Attendance cost per person:**  
\$95 for PRWA Members  
\$130 for Non-Members

PRWA Member?  Yes  No

Name: \_\_\_\_\_ PA-DEP Client ID (if applicable): \_\_\_\_\_

System/Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address:  Home  System \_\_\_\_\_ Fax: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

### PAYMENT:

Check (payable to PRWA)

Invoice Me:  Home  System

Credit Card:  AmEx  Discover  Visa  MasterCard

Card Number: \_\_\_\_\_

Exp Date (mm/yy): \_\_\_\_\_ CVC (3 or 4 Digit # on card): \_\_\_\_\_

Name On Card (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

**March 21, 2019**  
**#722-Financial Management Basics for Small Utilities**

**Location:**  
**Hotel Anthracite**  
25 South Main Street  
Carbondale, PA 18407  
**Lackawanna County**

To register by FAX or MAIL:  
FAX: 814-353-9341  
MAIL: 138 W. Bishop St., Bellefonte PA 16823  
EMAIL: TRAINING@PRWA.COM  
EMAILING REGISTRATIONS: EMAIL IS INHERENTLY INSECURE. CREDIT CARD INFORMATION SHOULD NOT BE EMAILED OR SENT IN AN ATTACHMENT.

**Amount Due:**  
\$ \_\_\_\_\_

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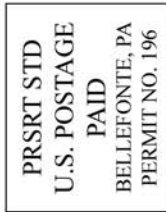
Signature shown on card

## MEET THE INSTRUCTOR



**Chad Heister**

*Energy and Sustainability Specialist*



Chad is the Energy and Sustainability Circuit Rider. Chad started as a bookkeeper and sampling technician for an environmental laboratory in 1997. He became a licensed water and wastewater operator in 2000. Chad performed the daily testing, DMRs, process control testing, coordinating water and wastewater repairs, and I&I reduction management for over 8 years. He has also worked at a CPA firm doing Pennsylvania sales tax recovery for contractors that constructed and upgraded wastewater plants among other tax-exempt projects. Chad currently has a class A wastewater license and also holds B.S. degrees in Accounting and Business Management. He is also a Certified Public Accountant.

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Lackawanna County**

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*Association*

138 West Bishop Street  
Bellefonte, PA 16823  
800-653-7792

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**6 WATER AND WASTEWATER  
CONTACT HOURS**

**pa rural water**  
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