



Work Order Workshop

Oct. 22-23, 2019
Ramkota Hotel
Theater 1
Pierre, S.D.

Logistical Information

Room Reservations:

Contact the Ramkota Hotel at 605-224-6877 and ask for the Work Order Workshop room block. Room rate is \$86 plus tax. Cut-off date is Sept. 20.

Contact the Clubhouse Hotel at 605-494-2582 and ask for the Work Order Workshop room block.

Room rate is \$115 plus tax for a Queen or \$120 plus tax for a King. Cut-off is Sept. 21.

The meeting will begin at 8:30 a.m., with registration at 8 a.m., and conclude by noon on the 23rd.

Meeting Registration:

Register online at sdrea.coop, click on News and Events and Event Registration by Oct 16.

Need More Information?

Contact Dena Scott at 605-224-8823 or dena.scott@sdrea.coop

This course is part of SDREA Education Package A.

If you did not purchase Package A, then the fee is \$650 plus tax per participant.

There will also be a \$75 fee per participant for supplies.

Outline of Course

For almost all electric cooperatives and utilities, their biggest investment is the electric infrastructure assets including poles, wire and transformers needed to deliver electricity. It's a complex process to take raw materials, labor and overheads and convert them to our organization's largest asset. This workshop will provide an overall understanding of the Work Order system, how the investment gets paid for and an exploration of numerous components within the Work Order system.

- Gain an understanding of 740c codes including new construction, system replacements and retirement of plant. What is a work order, unit, assembly and CPR? Understand when to capitalize costs or expense them. What's so special about special equipment? What about depreciation? What is the impact of using contract labor versus in-house labor?
- Not only is the work order accounting system complex, it's expensive. How are we going to pay for this infrastructure investment? What about repairs and maintenance? And storms? Or Federal Emergency Management Agency (FEMA) payments from a declared disaster? How about contributions in aid of construction? How do rates recover all these costs?
- When does a work order need to be set up? What do I need to know about a staking sheet? Other topics will include inventory, overhead allocations and factors, closing of work orders, stores expense, standard costs and internal controls.
- Together, we will step through this intricate process to understand the components, as well as understand how it shows up on the monthly billing statement to the consumer!

Participants Should Bring:

- Calculator
- 2018 year end form 7 (full report)
- Total amount of Contribution in Aid of Construction (CIAC) cooperative has received (or estimate of)

Speaker Information:

Teri Wallis – Teri is passionate and experienced in providing education, training and consultative services to electric cooperative networks, electric utilities and cooperatives in a way that is down to earth, practical, and builds rapport. She has over 20 years of experience working in and with cooperatives across the nation to help solve their business needs. Her depth of knowledge comes from a deep understanding and work in the areas of finance and accounting. Teri's work experiences include working as a Regional Vice President for NRUCFC. She has been an instructor in the NRECA Cooperative Financial Professional Certificate (CFPC) course. She has also taught financial topics in the MIP program. Teri has been integral in the writing and presenting of CFC's KRTA Certification courses. Prior to working at the national level, Teri was Chief Financial Officer at an electric cooperative that served more than 20,000 members.