

Area Expenses

A. WHO PAYS AREA 61 EXPENSES?

1. All expenses are paid from group, district and individual donations. It is suggested that these donations be sent at least twice a year to the Treasurer and be accompanied by the group name and District number. The Treasurer will also accept group donations at the Assemblies.
2. A small profit is realized from the sale of literature.
3. **Individual registration and meal fees which are set by the assemblies to ensure no loss of revenue to the area.**

B. WHAT EXPENSES QUALIFY FOR REIMBURSEMENT?

1. All expenses incurred in operating the Assemblies.
2. Area 61's share to send the Delegate to World Service Conference (WSC), including the one night before the conference and one night at the close of the Conference for lodging. (5/86) (5/91)
3. Literature to be sold at the Assembly, reimbursed. The Literature Coordinator's expenses will be paid when she/he is asked to come to an event to sell Al-Anon/Alateen literature. (5/91)
4. All WSC meeting expenses (room, coffee, setup.)
5. All Officers, Coordinators and Past Delegates will be paid expenses to the following:
 - a. Spring Assembly-gas*, overnight**, (1) meal, and registration.
 - b. Fall Assembly-gas*, two overnights**, (2) meal(s), and registration.
 - c. AWSC Meetings-gas*, meal, and overnight**.
 - d. Policy Meeting Members-gas*, meal, and overnight**.
 - e. Area District Workshops-gas*.
 - f. Miscellaneous-stamps, phone, etc. (see budget). (5/86)(5/92) (5/03) (5/05)
6. The Delegate will be reimbursed for purchasing up to \$400.00 of new books and literature available at the World Service Conference. This literature will be made available at the Spring Assembly and sold. (5/89) (5/91) (5/07)
7. The Delegate will receive gas*, meals, registration and lodging for any AA Area 74 & 75 conference, participation in Regional Alateen Conventions and any TEAM Event hosted or co-hosted by Area 61. (5/89) (5/95)(5/00) (5/03)
8. The Delegate and Alternate Delegate will be reimbursed in full for expenses to attend each North Central Regional Delegate's Meeting, **NCRDM**, within their terms. (5/89) **Because active past delegate historical knowledge is valuable to the success of the NCRDM, the area will reimburse up to \$150.00 to each past delegate to help defray costs of registration, meals and travel.**

9. The Alateen Coordinator will be paid expenses of gas*, meals, lodging and registration to participate in Regional Alateen Convention. (5/89) (5/00) (5/03)
10. Fully fund two (2) AWSC members to a TEAM event hosted or co-hosted by Area 61.

C. HOW ARE QUALIFIED EXPENSES PAID?

1. All expenses are to be submitted to the Treasurer by the end of the calendar year. Payment will be made within 30 days if proper receipts are submitted. If there is any question regarding the expense, the Treasurer may consult with another Officer and if the question cannot be satisfied, the Treasurer may ask that the expense go on the agenda to be voted on by the Assembly. (5/92) (5/97)
2. Any Area expenses shall be paid by check with two of the following four signatures: Treasurer, Secretary, Delegate, or Chair.
3. Any expenses not addressed in the policies must be placed on the agenda at the Assemblies for a vote. **(NOTE: This is item is #14 on page 4 and is essentially the same as the statement in #1 above which was #8 on page 3)**

D. EXPENSE BUDGETTING

1. A budget for the upcoming year will be prepared by the Treasurer and presented to the AWSC for approval at the Fall Assembly.
2. Maintain a budget line for the replacement or repair of Area 61 business equipment. The amount of \$300 to be added each year until fund reaches \$1,500.00. Purchases in excess of \$300.00 will need the approval of AWSC. (5/97) (5/05)

E. MISCELLANEOUS

1. All District Representatives should be paid expenses by their respective Districts.
2. Expenses for the Liaison will be paid by the Intergroup that they represent.
3. *Gas-actual (5/89)

**If distance justifies.

Members are encouraged to share lodging when possible.