

## **AREA FINANCIAL POLICIES**

### **GENERAL**

1. The Area will maintain a 503 (C)(3) nonprofit/tax exempt status.
2. The Area's fiscal year will be January 1-December 31.
3. The official address of the Area will be the Treasurer's PO Box.
4. All Area federal and state taxes, and necessary licenses will be kept up to date by the Treasurer.
5. Any bank accounts held by the Area will have at least two signers from the following four officers: Treasurer, Secretary, Delegate, or Chair.
6. The Area will have Bonding Insurance for the amount to cover the total assets of the Area. The Treasurer will make sure the terms of the insurance are followed.
7. A yearly audit of the prior year's financials will be done before the March AWSC meeting by at least two AWSC members appointed by the Chairperson.
8. A quarterly report of all finances will be provided by the Treasurer.
9. Maintain a reserve fund equal to the amount of the annual budgeted expenses for the year, minus the cost of Assemblies, Area Convention and literature. The allotment to be transferred will not bring the Area's primary checking & saving accounts combined total to below \$8000.
10. A budget for the upcoming year will be prepared by the Treasurer with input from the Finance Committee and presented to the August AWSC meeting for approval at the Fall Assembly.
11. Once a quarter at least one member of the Finance Committee along with the Treasurer will review all bank statements and check records for accuracy.

### **EXPENSES/REVENUE**

1. Funds received:
  - Any funds received by the Treasurer will be deposited within 60 days.
  - Written receipts will be provided upon request.
2. Reimbursement:
  - Payment of qualifying expenses will be made within 30 days from the time proper receipts are submitted.
  - All expenses are to be submitted to the Treasurer by the end of the calendar year.
  - When cash advances are necessary, estimated expenses must be submitted to the Treasurer and then a check will be issued. Receipts for all expenses must be given to the Treasurer as soon as possible after the expenditure is made.
3. All expenses incurred in operating the Assemblies, AWSC meetings and Conventions will be reimbursed.
4. Miscellaneous expenses incurred to do Area business will be reimbursed: postage, office supplies, etc.
5. Any expenses not addressed in the policies will be placed on the next Assembly's agenda for a vote.
6. Purchases in excess of \$300.00 will need the approval of the AWSC.

7. Area 61's share to send the Delegate to World Service Conference (WSC) plus two extra nights lodging.
8. Gas, meals that fall during an event, lodging and registration (see the Guidelines for Area Reimbursements for details) will be paid for the following:
  - All Officers, Coordinators and Past Delegates to attend AWSC and Assembly meetings.
  - All Officers, Past Delegates and the Alateen Coordinator to attend Policy Meetings.
  - Any Officer, Coordinator or Past Delegate who is asked to present at an Area or District Workshop or Training.
  - The Delegate, Alternate Delegate and Past Delegates to attend the North Central Regional Delegate's (NCRDM) Meeting.
  - The Delegate for any event they are asked to attend to represent the Area.
  - The Literature Coordinator when asked to come to an event to sell Al-Anon/Alateen literature.
  - The Alateen Coordinator to attend the Regional Alateen Convention/Midlake.
  - Speakers for Assemblies, Conventions or other Area event.
  - Two AWSC members (chosen at random) to attend an Area TEAM.
  - Area committee (Standing, Thought, Task) member's expenses that occur because of that committee work.

A couple of other thoughts on possible additions:

--- P4 #12 states: **All expenses are paid for from group donations...** Do we want to add into the policies where our money comes from? It doesn't just come from group donation and we don't just pay expenses from group donations.

1. Mainly from group, district and individual donations.
2. Sale of CAL approved literature.
3. Raffle monies.
4. Individual registration and meal fees.

--- Do we want to have something written that states that another member (O/C, AWSC or who?) can take the place of someone who can't make an event & will be reimbursed?