

Delaware General Service Assembly (Area 12)

FINANCIAL MANAGEMENT GUIDELINES

Panel 66 (2016-2017)

| | |
|---|---|
| Responsibilities of Treasurer..... | 1 |
| Responsibilities of Finance Chair..... | 1 |
| The Reserve Fund..... | 1 |
| The Budget Process..... | 2 |
| Sample Budget Request Form..... | 4 |
| Expense Authorization..... | 5 |
| Expense Reimbursement..... | 5 |
| Delaware State Convention..... | 7 |
| Conducting the Annual Financial Review..... | 8 |
| Sample Expense Report..... | 9 |

The Delaware General Service Assembly has adopted these guidelines, and they are to be republished annually by the Chairman of the Finance Committee.

RESPONSIBILITIES OF THE AREA 12 TREASURER

1. Maintains all banking transactions
2. Records and deposits all funds received
3. Executes and records all payments for expenses
4. Maintains financial and bookkeeping records
5. Assures that the accounting for the Assembly and Convention is performed in Quicken, or similar accounting program
6. Prepares and presents financial statements to the Area Committee and the Area Assembly
7. Prepares Federal (IRS Form 990) and State tax filings, if necessary
8. Upon completion of the financial review by the Finance Committee Chair, turns over the original financial documentation to the Area 12 Archives Committee Chair
9. Assures compliance with the Delaware General Service Assembly 501(c)(3) status with appropriate state and federal agencies.
10. Maintain electronic access to the Assembly bank account.

RESPONSIBILITIES OF THE FINANCE COMMITTEE CHAIR

1. Compiles budget requests and presents them to the Area Committee.
2. Using Quicken, or a similar accounting program, enters data onto the Area 12 Budget form for approval by the Area Assembly
3. Reviews financial statements prepared by the Treasurer
4. Updates "*Financial Management Guidelines*" for approval by the Area Committee and the Area Assembly
5. Ensures an annual review of the financial records and submits a final report to the Area Assembly at its first meeting in the New Year. (*The outgoing Finance Chair reports that review for a newly elected panel.*)
6. After the annual review, the Finance Chair updates the Area 12 "*Financial Management Guidelines*" to reflect any changes that may have taken place during the previous year, and upon approval of the Area Committee, publishes them to the Area Assembly.
6. Maintain electronic access to Assembly bank account.

THE RESERVE FUND

The Delaware General Service Assembly follows the recommendations set forth in the A.A. Guidelines on Finance published by the General Service Board. The Reserve Fund is the Assembly's prudent reserve. Its principal purpose is to provide the financial resources to continue the essential services of the Delaware General Service Assembly in

the event of an unexpected and substantial reduction in the normal revenues received. Experience has shown that a budgeted ending reserve equal to 30% of the estimated expenses will assure the Assembly will be able to meet its financial obligations during the year. Substantial withdrawals from the Reserve Fund must be approved by the Area Committee and by 2/3 vote of the Area Assembly

BUDGET PROCESS

I. PREPARATION

A. At the mid-year Area Committee meeting (*normally held in June*), The Finance Committee chair will provide budget preparation forms to elected officers and committee chairpersons. The budget preparation forms are to be completed and returned to the Finance Committee chair in person, by mail, or electronically by September 1st.

B. Elected officers and committee chairpersons are responsible for preparing a budget of the expenses for their area of responsibility.

1. Each budget submission shall include a description of the service goals /objectives for the year, or any other information that can justify the budget request.

2. The Area Chairperson shall prepare a budget for any vacant position(s).

C. The Finance Committee reviews the budget for consistency with the Assembly's financial goals and objectives; resolves questions with the officer/chairperson involved; and compiles budget submissions into the Assembly budget. The Finance Chairperson then presents the budget in accordance with the following schedule:

1. **October** – Area Committee discusses the preliminary budget for consistency with both the financial and service goals and objectives of the Area Assembly, and includes its recommendations. The Area Committee may also request budget revisions if it finds reason to believe that a revision is warranted.

2. **November** - Area Committee reviews revised preliminary budget and votes to present to the Assembly.

3. **December** – Area Assembly discusses the preliminary budget, and:

- a.) Adopts the budget with or without amendments.
- b.) Rejects the budget with specific instructions to the Finance Committee for modifications.
- c.) Tables the budget for discussion at the next Assembly meeting.

4. **January** (*if necessary*) - Area Committee reviews any changes made to the preliminary budget, and any revisions that reflect prior year's balances.

5. February (*if necessary*) – Area Assembly votes to approve the annual budget

II. BUDGET REVISIONS

A. Officers and chairpersons may not incur expenses that will result in exceeding their budget. Therefore, before exceeding the budget, the officer/chairperson must submit an explanation of the reason the Finance Committee Chairperson.

B. The Finance Committee chairperson will submit all revision requests to the Finance Committee for review. The Finance Committee may approve any revision that increases expenses up to \$500 above budget provided that the reserve will not drop below the prudent level.

C. The Finance Committee Chairperson reports all budget revision requests to the Area Committee, with the Finance Committee's disposition and / or recommendations, at the next Area Committee meeting.

D. The Area Committee may approve budget revision requests that exceed the Finance Committee's authority, provided that the net increase in expenses from all revision requests does not exceed \$1000, and the reserve will not drop below the prudent level.

E. The Finance Committee Chairperson will present a revised budget to the Area Assembly at its next meeting that contains revisions approved by the Area Committee, and those revisions that are being referred to the Assembly for approval.

III. TREASURER'S RESPONSIBILITIES DURING THE BUDGET PROCESS

Throughout the process, the Treasurer serves in an advisory capacity to the officers/chairpersons, Finance Committee, Area Committee, and the Assembly.

DELAWARE GENERAL SERVICE ASSEMBLY BUDGET REQUEST

Calendar Year: _____

Officer: _____ Position: _____

Chairperson: _____ Committee: _____

JUSTIFICATION:

ESTIMATED EXPENSES:

Literature: _____

Travel:

Air: _____

Mileage @ \$.41: _____

Lodging: _____

Registrations: _____

Postage: _____

Supplies: _____

Rent: _____

Printing: _____

Copying: _____

Other (List) _____

Total Expenses: _____

EXPENSE AUTHORIZATION & REIMBURSEMENT

I. PROCEDURE

The Treasurer is responsible for the payment of all expenses properly incurred on behalf of the Assembly. In order for a payment to be made, the request must meet the following requirements:

- A** Must be submitted on the *DGSA Expense Reimbursement Form*, and signed by the Officer/Committee chairperson responsible for the budget to which the expense is to be charged.
- B.** By signing, the officer/chairperson is to indicate which budget is to be charged. The officer/chairperson is also confirming that there are sufficient funds in the budget to cover the expense, and that it is reasonable, necessary and appropriate for the activities included in that budget
- C** The request must be accompanied by invoices or receipts except for automobile mileage and expenses under \$5.00.
- D** Requests for reimbursement must be submitted within 45 days for the months of January through November, and 10 days for December.
- E** The Assembly does not reimburse members for attending Area Committee meetings or Area Assemblies, except that the delegate is eligible for mileage reimbursement to these meetings.
- F** The Assembly does not reimburse personal expenses for attending the Delaware State Convention.
- G.** The Assembly uses the mileage rate that the General Service Board established for travel for the annual General Service Conference. The rate as of the date of this publication is \$0.41 per mile.

II. REIMBURSEMENT POLICY FOR DELEGATE AND ALTERNATE DELEGATE

- A.** The Delegate will be reimbursed for travel & lodging expenses for attending the annual General Service Conference that are not paid by the General Service Board.
- B.** The Delegate will be reimbursed for travel & lodging to attend the Northeast Region Alcoholics Anonymous Service Assembly (NERAASA); The Northeast Region Delegates meeting (NERD); and the Northeast Region Forum (NERF).
- C.** The Delegate will be reimbursed for mileage expenses to attend Area 12 District meetings, Intergroup meetings, and other A.A. events conducted in Area 12.

D. The Alternate Delegate will be reimbursed for travel & lodging to attend NERAASA, NERD, and NERF.

E. The Alternate Delegate will be reimbursed mileage expenses to attend Area 12 District meetings, Intergroup meetings, and other A.A. events conducted in Area 12, if the Delegate is unable to attend.

III. ADVANCES / PREPAYMENTS

There are few occasions when it will be necessary for the Treasurer to issue a payment in advance of receiving a bill/invoice/receipt. In those cases, the officer/chairperson requesting the payment will be responsible for submitting the bill/invoice/receipt attached to the DGSA Expense Reimbursement Form with a request for payment of the balance due. Advances payable to officers/chairpersons will be made only for itemized expenses. All others will be made payable to the actual provider of the goods/services.

IV. EXCEPTIONS

Exceptions to the procedures outlined in this section may only be made by:

- A.** Area Chairperson and Finance Chairperson, or
- B.** Area Committee, or
- C.** Area Assembly.

V. CHECK SIGNING AUTHORITY

Checks are to be signed by either of the following:

- A.** Treasurer
- B.** Area Chair

DELAWARE STATE CONVENTION

I. CONVENTION COMMITTEE

- A.** This committee is responsible for the largest single financial activity for the Delaware General Service Assembly. Funds attributed to the Convention must be kept separate from the “basket money” that supports the Area Assembly.
- B.** The Convention has a volume of activity during the months leading up to the Convention that requires a faster turn around time in paying expenses than can be reasonably be expected if those expenses had to be submitted to the Area’s Treasurer for payment.
- C.** The Convention Committee has a reserve of \$4,500.
- D.** The Assembly has delegated to the Convention Committee the authority to maintain it’s own bank account.

II. RESPONSIBILITIES OF CONVENTION TREASURER

- A.** Coordinate with the outgoing convention treasurer to accomplish new signature cards for the convention bank account.
- B.** Coordinate with the convention registrar to ensure registration monies are recorded in the convention bank account.
- C.** Provide the Convention Chair with monthly financial reports so the Convention Chair can make timely reports to the Area Committee.
- D.** Alert the Assembly Treasurer when it is apparent that registration income may create a shortfall in the convention reserve fund.
- E.** Submit all financial documentation to the Area Treasurer so that it can be entered into Quicken, or a similar financial accounting program.
- F.** At the end of each Convention Committees’ tenure the Convention Committee Treasurer is to submit to the Area Treasurer:
 - 1. A final financial report for that year’s convention.
 - 2. A check for the balance in excess of \$4,500
- G.** Prepare a final convention financial report for the Convention Chair prior to the first Area Assembly scheduled after the convention has occurred.

III. CONVENTION SHORTFALL

In the event the convention final report indicates a loss of funds that impacts the convention's reserve fund, the Area Chair shall prepare a motion to be presented at the next Area Assembly for the shortfall to be covered by funds from the Assembly's budget so that the Convention reserve fund is replenished to \$4500.

THE ANNUAL FINANCIAL REVIEW

At the end of each calendar year, the Finance Committee Chair shall ensure completion of a review of Area 12 Assembly and Convention financial records to check for accuracy and completeness in accordance with the following:

1. Obtain all financial documentation from the Assembly Treasurer and the Convention Treasurer to include: bank statements, check registers, deposit slips, expense forms, receipts, cancelled checks, previous two years financial review reports.
2. Confirm that financial activity for the Assembly and the Convention has been entered into Quicken, or a similar accounting program.
3. Confirm that balances in Quicken have been reconciled to the monthly bank statements.
4. Review deposit records to determine any discrepancies with the bank statements.
5. Review expense documentation to ensure the proper budget line has been used.
6. Review entries in Quicken to ensure budget categories documented are consistent with those in the Assembly budget
7. Compare current year income and expense figures with previous two year financial review reports to ensure comparisons are balanced.
8. Submit findings, in writing, to the Area 12 Corporate Board and to the Area Assembly at their first meeting in the New Year.

Delaware General Services - EXPENSE REPORT

| | | | | |
|---|--|----------------------------|--------------------|-------------|
| Name: | | | | |
| | | | | |
| Office/Committee: | | | | |
| Deducted from what Budget? | | | | |
| To Be Paid To: | | | | |
| Address | | | | |
| Phone/Email | | | | |
| | | | | |
| | | Expense Description | Miles @ .41 | Cost |
| Travel to Assembly | | | | |
| Travel to Districts | | | | |
| Travel Other (Excluding NERAASA,NERD,NERF) | | | | |
| Assembly Rent | | | | |
| Committee Rent | | | | |
| Mini-Conference Rent | | | | |
| Workshop Rent | | | | |
| Copying | | | | |
| Printing | | | | |
| Office Supplies | | | | |
| Food Costs | | | | |
| Food Related Supplies | | | | |
| Hardware/Software | | | | |
| Literature Purchases | | | | |
| Postage | | | | |
| Tolls & Parking (Excluding NERAASA, NERD, NERF) | | | | |
| Workshop Materials | | | | |
| Circle Event: NERAASA NERD NERF | | | | |
| Service Event Travel | | | | |
| Service Event Registration | | | | |
| Service Event Lodging | | | | |
| Service Event Meals | | | | |
| Other - | | | | |
| Other - | | | | |
| Other- | | | | |
| | | | TOTAL: | |
| | | | | |
| Submitted By Signature: | | | Date: | |
| | | | | |
| Treasurer Signature: | | | Date: | |
| | | | | |
| Check #: | | | | |
| | | | | |