



Area 30

Alcoholics Anonymous
General Service Committee
of Eastern Massachusetts



Finance Ad-hoc Committee Final Report

July 17, 2020

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Background on Committee

Formation:

The Finance Ad-hoc Committee was formed by the Area 30 Chair in September of 2019.

Purpose:

The committee was charged with the task of documenting the current Finance customs of the Area.

Members:

Jean K. (Area Delegate), Jan W., (Area Alternate Delegate), Jerry L. (Area Chair), Suzanne S. (Area Alternate Chair), Andy F. (Area Treasurer), Virginia M. (Area Alternate Treasurer), Mary Jane R. (Area Secretary). Jan W. served as the committee's Chair.

Experience:

All members of this ad-hoc committee have been in Service to Area 30 for many years. All have had experience as Standing and Conference Committee chairs, and as Area Officers including four Treasurers.

Approach:

Committee members accepted the Chair's suggested approach as outlined below. It was also agreed that much of the work would be done remotely by each committee member without the need for in-person meetings. Due to the State's stay-at-home advisory that was in place for much of 2020, the final review and acceptance of this document was done via two virtual meetings held in June and July.

1. Agree on approach
2. Correct or clarify the purpose of the committee
3. Compile a list of items to be documented
4. Prioritize the list of items
5. Document personal experience and understanding of each item
6. Review individual work and merge into one document
7. Review, revise, and accept the final document

The items documented in this report have been "prioritized" by the number of committee members that submitted the item for documentation.

Final Report: This document is the final report of the Finance Ad-hoc committee as accepted by the full committee. We thank Area 30 for the opportunity to be of service.

Submitted by Jan W., Chair of the Finance Ad-hoc committee, July 17, 2020.

Document Notes

- This document contains the following sections:
 - A. Documentation of the items that were submitted to the Chair of the Finance Ad-hoc Committee.
 - B. Samples of Area 30 Financial reports.
- This document refers to the Area 30 Treasurer's Guide several times. This guide was compiled by Area 30 Treasurers that served from 2011 through 2018. This guide documents the responsibilities of the Treasurer and the mechanics of many tasks. A copy of the Treasurer's Guide is available upon request.
- This document contains some pages that are in Landscape mode. When printing this document, choose the "Auto portrait / landscape" option for best results.

Section A - Documentation

1. Prudent Reserve

1.1. Definition – how is it calculated?

The Prudent Reserve is comprised of monies to cover the following items:

- One Assembly
- One Treasurer's Mailing
- PO Box Rental – 6 months
- Minimum Conference Contribution
- Area Monthly Meeting Rent – 6 months
- Archives Monthly Meeting Rent – 6 months
- CPC Monthly Meeting Rent – 6 months
- Grapevine Monthly Meeting Rent – 6 months
- Literature Monthly Meeting Rent – 6 months
- Treatment Monthly Meeting Rent – 6 months
- Archives Repository Rent – 6 months

1.2. Original reasoning behind methodology

The current methodology for calculating the Prudent Reserve reflects those expenses that the Area deems necessary. It clearly spells out the expenditures that are to be made from the Prudent Reserve. Having funds in the Prudent Reserve available for specific, necessary expenses ensures that Area 30 can continue to meet its financial obligations for 6 months should we encounter financial difficulty. The funds for a Treasurer's Mailing ensure that we can communicate our situation to contributing Groups. It is assumed that during a financial crisis most spending within the Area will stop, and our only expenses will be those covered by the Prudent Reserve.

1.3. Process of updating

The Prudent Reserve is reviewed periodically by the Finance Committee. If the Finance Committee recommends an increase, a motion is brought to an Assembly for approval.

1.4. Procedure to spend; what are urgent bills?

At present, there is no clear procedure on how to spend from the Prudent Reserve. Treasurers did not spend from the Prudent Reserve. It is thought that the Prudent Reserve is to be used only in an emergency. An emergency is defined as the point where the Operating Account is depleted and Group contributions are not forthcoming. When an emergency does occur, all spending ceases, outstanding reimbursements are suspended, and a mailing is made to Groups within Area 30 to inform them of the situation.

It is expected that action would be taken by the Treasurer to avoid such an emergency. The Treasurer is expected to keep a close eye on expenses and contributions, particularly during the first quarter of the year when our expenses greatly outpace Group contributions. It is expected that should the Treasurer see that expenses are, or will, exceed expected contributions, members of the Finance Committee will be notified. It is common practice for this notice to include a request to be prudent in spending until contributions come in. It is also common practice for the Treasurer to ask people to hold off submitting requests for reimbursement if possible.

It is expected that notification of the Finance Committee is done via phone, email, or at a Finance Committee meeting. At a minimum, the Area Chair should be made aware when the Operating Account balance is low.

1.5. Notification when spending from the Prudent Reserve

See section 1.4 above.

1.6. Separate account

There is no documentation in the Area 30 Handbook indicating that the Prudent Reserve must be kept in an account separate from the Operating Account. There is no documented motion approved by an Assembly to establish a separate Prudent Reserve Account. The format of the Treasurer's Report summary page prior to 2019 suggests that at one point all Area 30 funds were in one account. If the intent of a separate Prudent Reserve Account is to restrict the Treasurer's access to it, on-line banking removes that constraint. In the months that our Operating Account balance falls below \$5,000 we are charged bank fees that we would not incur if all our funds were in the Operating Account.

2. Budget Process

2.1. Number and timing of meetings

The custom has been to hold three Finance Committee meetings to prepare a proposed Operating Budget for the upcoming year. These meetings are held in the second week of August, September, and October. The second week avoids the monthly Area meeting, the Mass State Convention planning meeting, and the Central Service Delegates meeting that is attended by the Area Chair. Completing the proposed budget in October gives the Treasurer the opportunity to distribute it to DCMs at the November Area meeting. DCMs then have the month of December to share with GSRs at their District meeting.

The practice has been to have fellowship and a light meal beginning at 6:30pm with the one hour meeting starting at 7:30pm.

In years when it was not clear in mid-October that we would have a substantial surplus at year end, a fourth Finance Committee meeting was held in late December or early January to discuss any One-time requests to be brought to the Kick-off Assembly. This meeting has been held prior to the December Area meeting, or via a virtual meeting in early January.

2.2. How are meetings scheduled and locations chosen?

Historically, the August meeting is held in Needham, the September meeting at Central Service in Boston, and the October meeting in Belmont. The original intent of using three different locations was to evenly distribute the time and cost of getting to each location.

It is the responsibility of the Finance Committee Chair to schedule these meetings and communicate the dates to all Area members. Customarily, the dates for these three meetings have been finalized prior to the July Area meeting, placed on the Area calendar, and noted on the Treasurer's Report for the months of July, August, and September.

2.3. How is the proposed budget compiled (submissions and approvals)?

At the Area meeting prior to the first Finance Committee Budget meeting, the Treasurer distributes a detailed report of actual year to date spending to members of the Finance Committee. Each member of the committee is expected to review their expenses and make a projection of what budget will be needed for the upcoming year. It is suggested that committee chairs involve their committee members in this process. During the Finance Committee Budget meetings, the steward of each line item will present their proposed budget. The Finance Committee then discusses and approves the line item. This continues for each line item on the budget until all line items have been approved.

2.4. When is the proposed budget released to the Groups for review?

The proposed Operating Budget is distributed by the Treasurer to the Area Committee at the November Area meeting. DCMs then have the month of December to share with GSRs at their District meeting.

2.5. Level funding policy

If the steward of an Operating Budget line item does not attend any of the scheduled Finance Committee Budget meetings and does not submit a proposed budget, the custom is to level fund that line item for the upcoming year.

2.6. Involvement of Committee Chairs

The Area 30 Handbook is clear that Committee Chairs are voting members of the Finance Committee. Their role in the Budget process is also outlined in the Finance Section of the Area Handbook.

2.7. How to add or subtract line items on the budget – what approval is needed?

How budget line items are added, subtracted, or changed is informed by the committee process adopted by Area 30 and based largely on Robert's Rules of Order.

When the budget is "in committee", i.e., being worked on by the Finance Committee at Budget meetings, it is owned by the Finance Committee. The committee can do what it wants to line items or any other portion of the budget. For example, a few years ago the Finance Committee voted to split the Archives line item into two line items: one line item for Archives Committee work and one line item for the Archives Repository. That is acceptable.

A budget that has been approved by the Finance Committee is owned by the committee until it is brought before the body for approval. Line items cannot be added, deleted, or changed by any one member of the committee. Any changes must be approved with substantial unanimity by the Finance Committee prior to presentation to the body.

Once an approved motion leaves committee and is brought before the body, the body owns the motion. Any change to the motion must be approved by the body. For a proposed budget, changes would include adding or subtracting a line item, or changing a line item in any way. A change must be made in the form of a motion by a voting member of the Assembly, seconded by another voting member, and then passed by a two-thirds vote.

Once a motion is passed with substantial unanimity by an Assembly, it cannot be changed. It can be superseded or replaced by another motion passed by an Assembly. In the case of the annual Operating Budget, once it is passed by an Assembly, budget line items cannot be added, subtracted, or changed without Assembly approval.

2.8. Year-end projections

Year-end projections are only used by the Finance Committee when considering the prudence of a One-time expense. Projections of contributions are based on the weekly average of contributions to date. Past years are not considered. Projections of expenses are not based on the amount budgeted, but on a reasonable estimate of upcoming expenses. For example, in the years we did not have 12 Committee chairs, we know that the full budget allotted to the Officers Convention Pool would not be spent and year-end projections used by the Committee reflect that.

3. One Time Expenses

3.1. Original reasoning for this process

When an Assembly approves an annual Operating Budget, it is approving the normal, everyday expenses needed for Area 30 to operate. Each line item on the Operating Budget has a list of typical expenses that are acceptable uses of the funds allocated. Any expense that falls outside of everyday expenses such as workshops, software, or items with value beyond the current year are considered One-time requests. Even if there is money available in an appropriate Operating Budget line item, the expense has not been approved by an Assembly. The Finance Committee in its advisory role to the body is asked to assess the prudence of any One-time request and if approved by the Committee, bring it forward to an Assembly for approval. This process for One-time requests ensures that, however indirectly, every allocation of Area funds is approved by an Assembly and that Area 30 Groups, through their GSRs, maintain the power of the purse.

4. Non-budget meetings

4.1. How are they arranged?

It is the responsibility of the Finance Committee Chair to schedule any committee meetings needed to discuss one-time requests or other Finance matters pertaining to Area 30. Requests for such meetings can be made by any member of the Finance Committee.

5. Kick-off Assembly Documents

5.1. Reports / details to be presented as part of budget proposal

The following reports are presented to the body at the Kick-off Assembly as part of the annual Budget process. This responsibility is documented in the Treasurer's Guide. Samples of each can be found in Section B.

- Year-End Budgeted Spending Versus Actual Spending by Line Item and Subcategory. (Page 12)
- Proposed Operating Budget by Line Item with columns for the previous year budget, proposed budget, change between the previous and proposed, and an explanation for the change. (Page 13)
- Overview of Area 30 Expenses and Spending. (Pages 14, 15)

5.2. Year-end documents

A 10 to 15-year Lookback at Group Contributions, Operating Expenses, and One-time Expenses is presented to the body at the Kick-off Assembly as part of the annual Budget process. This responsibility is documented in the Treasurer's Guide. A sample can be found in Section B (Pages 16, 17)

6. Other documents

6.1. Standard template of the Treasurer's report

The Treasurer's Report is a snapshot of the Area's Financial health.

The first page contains a summary of the Area's full cash position: (Page 18)

- Total opening balance of all accounts
- Year to date contributions
- Year to date expenses
- Total ending balance of all accounts
- Prudent reserve balance
- Operating account balance available for expenditures

Also found on the first page are any pieces of information related to the Area Finances such as:

- The latest month all accounts had been reconciled with the bank
- Notices about upcoming Finance Committee meetings and the Fall Mailing

The second page provides 12 months of detail to substantiate the summary. This detail is broken into four sections: (Page 19)

- Section 1 – Income:
 - Total beginning balance of all accounts
 - Group contributions
 - Other contributions
 - Interest
 - Bank Fees and Adjustments

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Section 2 – Operating Expenses:

Line items of the Operating Budget as approved by an Assembly

Section 3 – One-time and Other Expenses

Line items of One-time expenditures as approved by an Assembly

Line items needed to report unanticipated actuals incurred by the Treasurer such as voided checks, prior year expenses

Section 4 – Balances:

Total ending balance of all accounts

Prudent reserve balance

Operating account balance available for expenditures

Each line item in the Income section reports actual amounts debited or credited, and year to date totals.

Each line item in the Operating Expenses section reports actual amounts debited or credited, the amount budgeted as approved by an Assembly, year to date totals, amount remaining in the budget, and the percentage of the budget remaining.

Each One-time request line item in the One-time / Other Expenses section reports actual amounts debited or credited, the amount budgeted as approved by an Assembly, year to date totals, amount remaining in the budget, and the percentage of the budget remaining.

All other line items in the One-time / Other Expenses section reports actual amounts debited or credited, and year to date totals.

The three items in the Balances section mirrored those items reported on the summary page.

Each page of the Treasurer's Report has a title of *Treasurer's Report* and the date of the report. All numbers are reported with commas for readability. Each detail page of the Treasurer's Report reports all 12 months of the year.

A sample can be found in Section B.

7. Treasurer's Responsibilities

7.1. First Kick-off Assembly

The Treasurer presents to the body the yearly budget at the Kick-off Assembly giving details on which line items changed. They also present a spreadsheet which details several previous years spending and income.

The Treasurer chairs a meeting at their first Kick-off Assembly. All Area Officers and their alternates, and all Committee Chairs and their alternates are responsible to attend. The agenda includes:

- An overview of the different kinds of expenses.
- How to submit an expense report.
- The purpose of the Officers Convention Pool and who is eligible to use it.
- An overview of the yearly Budget process including the number of meetings, how to estimate a Committee budget, level funding, and the importance of all Finance Committee members participating in the process.
- An overview of our tax-exempt status, including the state issued ID to avoid sales tax, and Staples cards.

7.2. One-time requests

The Treasurer presents to the body any One-time requests that the Finance Committee has approved. They are presented with background information. If more information is needed, the Treasurer requests assistance from a

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person that would know more information about the One-time request. One-time requests do not need to come from the Finance Committee; any voting member of an Assembly can make a request / motion from the floor.

7.3. Notification of Prudent Reserve spending

See section 1.4 above.

7.4. Scheduling and notification of budget Finance Committee meetings

The Treasurer schedules Finance Committee meetings in August, September and October to set the Budget for the upcoming year. These meetings are to be announced at the Area meeting and put on the Treasurer's Report and on the Area Calendar. Try to schedule the meetings in 3 different locations.

The Treasurer schedules Finance Committee meetings for One-time requests throughout the year. They also schedule a Finance Committee meeting at the end of the year to discuss the possibility of One-time requests being brought forward at the Kick-off Assembly.

7.5. Officers Convention Pool

The Treasurer is responsible for tracking the use of the Officers Convention Pool throughout the year and encouraging those who are eligible for stipends to use them. The Treasurer is also responsible for collecting receipts.

7.6. Fall mailing

The Treasurer is responsible for putting together a Fall mailing which is sent out to Groups that have contributed to Area 30 to explain how the Area used the Groups contributions.

7.7. Check writing – who, how

There are three Trusted Servants who are authorized to sign Area 30 checks: the Treasurer, the Alternate Treasurer, and the Chair. Area 30 requires two signatures on all checks. It is the responsibility of the Treasurer to have each check signed by the Alternate Treasurer or the Chair before distributing. It is up to the Treasurer to work out a method of making this happen in a timely manner either in person or through the mail.

7.8. Monthly Bank Statement

Prior to the use of on-line banking in Area 30, it was the responsibility of the Alternate Treasurer to make a copy of the paper bank statement and give it to the Area Chair. Once on-line banking was put in place, it became the responsibility of the Treasurer to download an electronic copy of the monthly bank statement and email it to the Area Chair. This is documented in the Treasurer's Guide.

8. Alternate Treasurer's Responsibilities

8.1. Thank You Packets

It is the responsibility of the Alternate Treasurer to send Thank You packets to Groups who contribute to Area 30. This responsibility and the contents of the packet are detailed in the Treasurer's Guide.

8.2. Co-signer of Checks

The Alternate Treasurer co-signs checks.

8.3. Monthly Bank Statement

The Alternate Treasurer is one of the signees of the Operating Account. They also receive the monthly paper statement mailed by the bank. It is their responsibility to review this statement to make sure that account totals match those reported on the Treasurer's Report. This is documented in the Treasurer's Guide.

8.4. Secretary of Finance Committee

It has become the custom of Area 30 for the Alternate Treasurer to act as Secretary of the Finance Committee. This has been stated in the Treasurer's Guide but not in the Area 30 Handbook. As the Handbook does not explicitly address this role, the Chair of the Finance Committee is free to ask any member of the committee to serve as Secretary. It is the responsibility of the Secretary of the Finance Committee to take minutes of committee meetings and distribute them to all members. While some Secretaries may send an advance copy of meeting minutes to the Chair as a courtesy, it is not the Chair's role to approve or reject the minutes outside of the committee. It is the responsibility of the Secretary to provide minutes to the committee, and the committee's responsibility to approve, amend, or reject those minutes.

8.5. Fall Mailing

The Alternate Treasurer assists the Treasurer as needed in preparing the Fall Mailing.

9. Overage Practice

9.1. 10% overage custom on budget line items

The Area 30 Handbook states that when someone expects to exceed their approved budget in any given year, a supplemental budget request must be made and approved by the Assembly. It is the custom of the Area to allow a 10% overage on line items without an approved supplemental request.

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Section B – Sample Reports

Year-End Budgeted Spending Versus Actual Spending by Line Item and Subcategory

Area 30 20xx Budgeted Spending vs Actual Spending as of 12/31/20xx

	PRINTING	POSTAGE	RENT	TRAVEL	LITERATURE	CONVENTION	MISC.	SUPPLIES	LIAB. INSUR.	ADVANCES	HOST FEES	20xx SPENT	20xx BUDGET
DELEGATE	-	-	-	-	-	-	-	-	-	-	-	-	-
ALT DELEGATE	-	-	-	-	-	-	-	-	-	-	-	-	-
CHAIRPERSON/ALT	-	-	-	-	-	-	-	-	-	-	-	-	-
AD HOC COMMITTEES	-	-	-	-	-	-	-	-	-	-	-	-	-
TREASURER/ALT	-	-	-	-	-	-	-	-	-	-	-	-	-
SECRETARY/ALT	-	-	-	-	-	-	-	-	-	-	-	-	-
ARCHIVES	-	-	-	-	-	-	-	-	-	-	-	-	-
CO-OP. PROF.COMM.	-	-	-	-	-	-	-	-	-	-	-	-	-
CORRECTIONS	-	-	-	-	-	-	-	-	-	-	-	-	-
GRAPEVINE	-	-	-	-	-	-	-	-	-	-	-	-	-
LITERATURE	-	-	-	-	-	-	-	-	-	-	-	-	-
PUBLIC INFORMATION	-	-	-	-	-	-	-	-	-	-	-	-	-
TREATMENT	-	-	-	-	-	-	-	-	-	-	-	-	-
ACCESSIBILITIES	-	-	-	-	-	-	-	-	-	-	-	-	-
MESSENGER	-	-	-	-	-	-	-	-	-	-	-	-	-
REGISTRAR	-	-	-	-	-	-	-	-	-	-	-	-	-
SERVICE SEMINAR	-	-	-	-	-	-	-	-	-	-	-	-	-
WEBSITE	-	-	-	-	-	-	-	-	-	-	-	-	-
ARCHIVES REPOSITORY	-	-	-	-	-	-	-	-	-	-	-	-	-
AREA MEETINGS	-	-	-	-	-	-	-	-	-	-	-	-	-
AREA ASSEMBLIES	-	-	-	-	-	-	-	-	-	-	-	-	-
OFFICERS CONV POOL	-	-	-	-	-	-	-	-	-	-	-	-	-
CONFERENCE CONT	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Note: This report and the Proposed Operating Budget are frequently printed on one page for ease of comparison during the Assembly’s Budget discussion.

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Proposed Operating Budget

Area 30 Proposed 20xx+1 Operating Budget

	20xx BUDGET	20xx+1 BUDGET	CHANGE	NOTES
DELEGATE	-	-	-	
ALT DELEGATE	-	-	-	
CHAIRPERSON/ALT	-	-	-	
AD HOC COMMITTEES	-	-	-	
TREASURER/ALT	-	-	-	
SECRETARY/ALT	-	-	-	
ARCHIVES	-	-	-	
CO-OP. PROF.COMM.	-	-	-	
CORRECTIONS	-	-	-	
GRAPEVINE	-	-	-	
LITERATURE	-	-	-	
PUBLIC INFORMATION	-	-	-	
TREATMENT	-	-	-	
ACCESSIBILITIES	-	-	-	
MESSENGER	-	-	-	
REGISTRAR	-	-	-	
SERVICE SEMINAR	-	-	-	
WEBSITE	-	-	-	
ARCHIVES REPOSITORY	-	-	-	
AREA MEETINGS	-	-	-	
AREA ASSEMBLIES	-	-	-	
OFFICERS CONV POOL	-	-	-	
CONFERENCE CONT	-	-	-	
TOTALS	-	-	-	

Note: The Year-End Budgeted Spending Versus Actual Spending by Line Item and Subcategory and this report are frequently printed on one page for ease of comparison during the Assembly's Budget discussion.

Overview of Area 30 Expenses and Spending

The following list corresponds to the line items on the proposed Operating Budget. Here is an overview of typical expenses and spending for each of these line items.

Delegate

Fully funded expenses to attend the Northeast Regional AA Service Assembly (NERAASA), Northeast Region Delegates (NERD) weekend, Northeast Regional Forum (NERF), MA State Convention
Printing of reports, outreach materials
Mileage reimbursement for travel to Assemblies, outreaches

Alternate Delegate

Fully funded expenses to attend NERAASA, NERD weekend, NERF, MA State Convention
Printing of reports, outreach materials
Mileage reimbursement for travel to Assemblies, outreaches

Chair / Alternate Chair

Printing of agendas, calendars, critique forms
Area liability insurance
Supplies for Area meetings
Mileage reimbursement for travel to Assemblies, outreaches

Ad-hoc Committees

Printing, mileage reimbursement, meeting space rent as needed

Treasurer / Alternate Treasurer

Printing of Treasurer's reports, Finance Committee agendas and motions
Printing and mailing of Thank You packets to contributing Groups
Fall mailing to contributing Groups
Post Office box rental
Tax preparation and filing fees
Rent for Finance Committee meetings
Mileage reimbursement for travel to Assemblies, outreaches

Secretary / Alternate Secretary

Printing of Secretary's reports
Miscellaneous supplies
Mileage reimbursement for travel to Assemblies, outreaches

Archives

Literature, Archives Workbooks
Rent for monthly meeting space
Miscellaneous printing
Mileage reimbursement for travel to Assemblies, outreaches

Cooperation with the Professional Community

Literature for outreaches
Rent for monthly meeting space
Display space at the annual Northeast Association of Drug Court Professionals Conference
Miscellaneous printing
Mileage reimbursement for travel to Assemblies, outreaches

Corrections

Literature for outreaches
Miscellaneous printing
Mileage reimbursement for travel to Assemblies, outreaches

Grapevine

Literature for outreaches
Rent for monthly meeting space
Miscellaneous printing
Mileage reimbursement for travel to Assemblies, outreaches

Literature

Literature for outreaches
Rent for monthly meeting space
Miscellaneous printing
Mileage reimbursement for travel to Assemblies, outreaches

Public Information

Literature for outreaches
Postage for outreach mailings
Miscellaneous printing
Mileage reimbursement for travel to Assemblies, outreaches

Treatment Facilities

Literature for outreaches
Rent for monthly meeting space
Miscellaneous printing
Mileage reimbursement for travel to Assemblies, outreaches

Accessibilities

Printing, mileage reimbursement, meeting space rent as needed

Messenger

Printing of *The Messenger* newsletter 5 times a year
Rent for monthly meeting space
Mileage reimbursement for travel to Assemblies, outreaches

Registrar

Badges and supplies for registration desk at Assemblies
Mileage reimbursement for travel to Assemblies, outreaches
Mileage reimbursement for the Alternate Registrar to travel to Assemblies

Service Seminar

AA Service Manuals
Printing of Area 30 Handbook
Mileage reimbursement for travel to Assemblies, outreaches

Website

Rent for monthly meeting space
Website hosting fees
Mileage reimbursement for travel to Assemblies, outreaches

Archives Repository

Rent for the storage facility unit where our physical archives are stored.

Area Meetings

Rent for monthly meeting space
Refreshments

Area Assemblies

Cost of 5 Assemblies per year.

Officers Convention Pool

In even years, this line item contains stipends for 6 of the Area Officers (excludes Delegate and Alternate Delegate), and the Chairs of the 12 Area Committees to attend NERAASA and the MA State Convention. In odd years, this line item is increased by a \$250 stipend for the Immediate Past Delegate to chair the MA State Convention. In years that there is a NERF, this line item is increased by a \$250 stipend for the Immediate Past Delegate to attend NERF.

Conference Contribution

Contribution to General Service Office (GSO) for the Delegate's Conference expense

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Multi-year Lookback at Group Contributions, Operating Expenses, and One-time Expenses

	YYYY	YYYY	YYYY	YYYY	YYYY	YYYY	YYYY	YYYY
GROUP CONTRIBUTIONS	-	-	-	-	-	-	-	-
EXPENSES								
DELEGATE	-	-	-	-	-	-	-	-
ALT DELEGATE	-	-	-	-	-	-	-	-
CHAIRPERSON/ALT	-	-	-	-	-	-	-	-
AD-HOC COMMITTEES	-	-	-	-	-	-	-	-
TREASURER/ALT	-	-	-	-	-	-	-	-
SECRETARY/ALT	-	-	-	-	-	-	-	-
ARCHIVES	-	-	-	-	-	-	-	-
CO-OP. PROF.COMM.	-	-	-	-	-	-	-	-
CORRECTION FACILITIES	-	-	-	-	-	-	-	-
GRAPEVINE	-	-	-	-	-	-	-	-
LITERATURE	-	-	-	-	-	-	-	-
PUBLIC INFORMATION	-	-	-	-	-	-	-	-
TREATMENT FACILITIES	-	-	-	-	-	-	-	-
MESSENGER	-	-	-	-	-	-	-	-
REGISTRAR	-	-	-	-	-	-	-	-
SERVICE SEMINAR	-	-	-	-	-	-	-	-
ACCESSIBILITIES	-	-	-	-	-	-	-	-
WEBSITE	-	-	-	-	-	-	-	-
ARCHIVES REPOSITORY	-	-	-	-	-	-	-	-
AREA MEETINGS	-	-	-	-	-	-	-	-
AREA ASSEMBLIES	-	-	-	-	-	-	-	-
OFFICERS CONV POOL	-	-	-	-	-	-	-	-
CONFERENCE CONT	-	-	-	-	-	-	-	-
<u>TOTAL OPERATING EXPENSES</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
TOTAL OPERATING BUDGET	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Note: This page is the first half of the report. A sample of the second half is on the next page. The report itself is a single page.

Finance Ad-hoc Committee Final Report July 17, 2020
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Multi-year Lookback at Group Contributions, Operating Expenses, and One-time Expenses

<i>ONE TIME REQUESTS</i>									
ONE TIME REQUEST A					-				
ONE TIME REQUEST A		-							
ONE TIME REQUEST A	-			-		-			
ONE TIME REQUEST A		-				-			
ONE TIME REQUEST A					-				
ONE TIME REQUEST A					-				
ONE TIME REQUEST A						-			
ONE TIME REQUEST A	-	-	-	-	-		-		
ONE TIME REQUEST A							-		
ONE TIME REQUEST A	-	-	-	-	-				
ONE TIME REQUEST A	-	-	-	-	-				
ONE TIME REQUEST A									
VOIDED CHECKS / BANK FEES	-	-				-	-		
PREVIOUS YEAR EXPENSES	-	-			-	-	-	-	
<i>TOTAL ONE TIME EXPENSES</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>
EXPENSE TOTALS	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>

Note: This page will contain specific One-time requests for each year.

Note: This page is the second half of the report. A sample of the first half is on the previous page. The report itself is a single page.

Treasurer's Report - Summary



Area 30

Alcoholics Anonymous
General Service Committee
of Eastern Massachusetts



Treasurer's Report – Month dd, yyyy

We began the year with	\$99,999.99	{ Total opening balance of all accounts }
Year to date contributions are	\$99,999.99	
Year to date expenses are	\$99,999.99	
This leaves a cash balance of	\$99,999.99	{ Total ending balance of all accounts }
less the Prudent Reserve of	\$99,999.99	{ Prudent reserve balance }
leaves an available balance of	\$99,999.99	{ Operating account balance available for expenditures }

The bank statement has been reconciled through { Month }.

{ Finance Committee and related announcements }

{ Treasurer's Name }
Area 30 Treasurer
treasurer@aaemass.org
{ Treasurer's Phone }

Finance Ad-hoc Committee Final Report July 17, 2020

Treasurer's Report – Detail

General Service Committee - Area 30 Eastern Mass	Treasurer's Report															
	mm/dd/yyyy															
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	BUDGET	\$ REM	% REM
BEG BALANCE	-	-	-	-	-	-	-	-	-	-	-	-	-			
GROUP CONTRIBUTIONS	-	-	-	-	-	-	-	-	-	-	-	-	-			
OTHER CONTRIBUTIONS	-	-	-	-	-	-	-	-	-	-	-	-	-			
INTEREST	-	-	-	-	-	-	-	-	-	-	-	-	-			
BANK FEES & ADJUSTMENTS	-	-	-	-	-	-	-	-	-	-	-	-	-			
INCOME TOTAL	-	-	-	-	-	-	-	-	-	-	-	-	-			
DELEGATE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ALT DELEGATE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CHAIRPERSON/ALT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ADHOC COMMITTEES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TREASURER/ALT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SECRETARY/ALT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ARCHIVES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO-OP. PROF.COMM.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CORRECTION FACILITIES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
GRAPEVINE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
LITERATURE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
PUBLIC INFORMATION	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TREATMENT FACILITIES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ACCESSIBILITIES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
MESSENGER	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
REGISTRAR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SERVICE SEMINAR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
WEBSITE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ARCHIVES REPOSITORY	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AREA MEETINGS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AREA ASSEMBLIES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OFFICERS CONV POOL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CONFERENCE CONT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EXPENSE SUBTOTALS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ONE TIME / OTHER EXPENSES:																
ONE TIME EXPENSE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
VOIDED CHECKS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ONE-TIME EXP/OTH TOTALS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CASH BALANCE	-	-	-	-	-	-	-	-	-	-	-	-	-			
LESS PRUDENT RESERVE	-	-	-	-	-	-	-	-	-	-	-	-	-			
AVAILABLE BALANCE	-	-	-	-	-	-	-	-	-	-	-	-	-			