

AREA 26 FINANCIAL GUIDELINES

1. The Treasurer will set aside \$10,000 as a prudent reserve.
2. The Treasurer will maintain \$5,000 as an operational fund for meeting current Area expenses, i.e., expenses of Officers, Standing Committees, the Kentuckiana News and any other miscellaneous costs. No standing committee shall maintain a separate bank account.
3. Area 26 will accept contributions only from AA members, groups, or other AA entities within Area 26 (Districts, Conventions, Intergroups) not to exceed current GSO contribution limits.
4. Area 26 cannot accept contributions earmarked for a specific project or service.
5. In the service to Area 26 the amount of funds may exceed the prudent reserve and operational funds from time to time. To prevent our treasury from accumulating excess funds for no stated AA purpose we will use the following guideline to ensure a mechanism for avoiding such a circumstance.
 - A. If on December 1st of each year the treasury includes funds exceeding \$20,000 that are not required to meet anticipated obligations of the next 30 days, those funds exceeding \$20,000 shall be sent directly to the General Service Office.
6. The Treasurer will pay all bills within 30 days of the receipt of an invoice. Receipts are required for any expenses of \$25 and above, and copies will be kept on file for a period of 5 years.
7. The Treasurer will send a receipt to each Group for contributions received. Copies of these receipts will be kept on file for a period of 5 years.
8. Upon request, the Treasurer may advance all Officers and Standing Committee Chairpersons (including Delegate and Alternate Delegate) up to \$200 for the purpose of carrying out responsibilities of the positions.
9. The Treasurer will furnish a quarterly report showing bank account balance and activity, including a listing of each Group contribution. Enough copies of this report will be made available at each Area Committee meeting for all Officers, DCMs and Standing Committee Chairpersons, plus interested GSRs and Past Delegates attending the Quarterly Area Meeting.
10. The Treasurer will reimburse all Area Officers and Standing Committee Chairpersons for expenses incurred when participating in AA Service Activities directly related to his or her Committee and/or Office as follows:

- A. Transportation reimbursement will be at the rate of 50% of the federal business mileage rate published at IRS.gov, rounded to the nearest cent (carpooling encouraged). Travel expenses are limited to the amount equal to mileage by car or economy airfare whichever is lower.
- B. Miscellaneous Expenses covered with receipts:
 - 1) Long-term parking
 - 2) Ground transportation (i.e. taxi, train or bus fare)
 - 3) Postage and printing costs for Area 26 business
 - 4) Office supplies for Area 26 business
 - 5) Literature to be used for workshops within Area 26 (Note: this is not intended to be used for the purpose of furnishing individuals, institutions, Districts or Groups literature at Area 26 expense).
- C. Except where otherwise noted, lodging reimbursement for one night, and two nights if distance is over 100 miles one-way incurred when participating in AA Service Activities directly related to his or her Committee and/or Office, including:
 - 1) Area 26 Quarterly meetings and assemblies
 - 2) Workshops within Area 26
 - 3) Southeast Regional Forum (every other year)
- D. Annually, the Delegate, Chairperson, Alternate Chairperson and Alternate Delegate will be reimbursed for:
 - 1) Southeast Regional Delegates Get-Together
- E. Additionally, the Delegate will be reimbursed for:
 - 1) International Convention - up to 3 nights (held once every 5 years)
 - 2) Kentucky State Convention - up to 2 nights
- 11. The Treasurer will reimburse the Hosting District for each Area Committee/Assembly up to \$1000 for the following expenses:
 - A. Rental of the facilities
 - B. Coffee expense
 - C. Auxiliary space for Area business. (i.e. Committee Meeting Space)
- 12. The Treasurer will reimburse all Ad hoc Committees for the following expenses:
 - A. Mileage
 - B. Meeting space

C. Printing costs

13. In the first quarter of each year, the Treasurer will send GSO the requested amount to cover Area 26 Delegate attendance and participation in the General Service Conference.
14. The treasurer will provide a self-addressed envelope for each group through the DCMs to facilitate group contributions.
15. Each outgoing Treasurer will pass current records on to the next treasurer. All records from previous Treasurers older than the current and immediate past panel will be sent to the Area 26 Archives.
16. Each quarter, at least three members of the Area 26 Finance Committee will review the bank statements and financial records up to and including past quarter end balance to ensure that there is no significant error in the financial statement.
17. The Bank Signature Card for the Area 26 account will contain the signatures of at least 3 of the following:
 - A. Treasurer
 - B. Secretary
 - C. Chairperson
 - D. Delegate
 - E. Alternate Delegate
 - F. Alternate Treasurer

Two signatures are required for all checks of \$500 and above.

18. It is suggested that a post office box be rented to receive Group contributions, but this is left to the discretion of the currently serving Area 26 Treasurer. If a post office box is used, a second key should be made available to an Area Officer, Standing Committee Chairperson or DCM, in the Treasurer's local area for access in case of any emergency.
19. Anything regarding Area 26 fiscal policy not specifically covered in these Finance Guidelines should be submitted to the Finance Committee for consideration. Any extraordinary expenses outside of routine business may be referred to the finance committee by the Treasurer for consideration and decision.