

## **AREA 26 FINANCIAL GUIDELINES**

1. The Treasurer will maintain a prudent reserve of \$10,000 for Area 26.
2. The Treasurer will maintain the operating fund for Area 26. The operating fund will fluctuate but should be maintained around \$5000 to meet current Area expenses i.e. expenses of officers, standing committees, newsletter printing, and other miscellaneous expenses. No standing committee shall maintain a separate bank account with the exception of the “Pink Can Fund”.
  - A. To be mindful stewards of our resources (the prudent reserve, the operational fund, and any excess funds), the following process will be followed: on December 1st of each year, the Treasurer will review expected expenses of the next 30 days and identify funds exceeding \$20,000 less those anticipated December expenses. Area 26 will then observe a six-month period for review of those identified funds, followed by a second six-month period to formulate actions to adjust the fund balance back to or below \$20,000. If after the 2 six-month periods, those excess funds still have not been allocated, they will be identified as having ‘no stated AA purpose’ and be sent directly to the General Service Board of Alcoholics Anonymous.
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 with the exception of the “Pink Can Fund”.
5. 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 7 years.
6. A receipt will be provided to each Group for contributions received. Copies of these contributions will be kept on file for a period of 7 years.
7. 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.
8. 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 GSR's and Past Delegates attending the Quarterly Area Meeting.
9. 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 at airports and /or hotels for service events only
- 2) Ground transportation (i.e. taxi, train, bus fare or tolls) for service events only
- 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, registration fees and 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
  - a. Lodging reimbursement for Chairperson and Secretary for two nights, even when travel distance is under 100 miles one-way.
- 2) Workshops within Area 26 (maximum of one night)
- 3) Southeast Regional Forum (every other year)
- 4) Southern States Alcoholics Anonymous Service Assembly (SSAASA) (every other year)

D. Kentucky State Convention Workshop – if invited by the Kentucky State Convention Committee to put on a workshop, Area 26 will ask for volunteers who are already attending the convention to participate without reimbursement. Committee Chairs and officers are encouraged to attend and bring displays or coordinate to send their displays with a trusted member.

E. Annually, the Delegate, Alternate Delegate, and Past Delegate of the previous panel will be reimbursed for:

- 1) Southeast Regional Delegates Get-Together

F. 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

G. The Treasurer will reimburse two nights stay plus mileage for the Technology Committee Chair and one Technology Committee Member as identified by the Technology Committee for the purpose of setting up equipment for hybrid Area 26 business. The reimbursement for the Tech Committee Member will only be to the extent that the member is not already reimbursed by a service entity.

10. The Treasurer will reimburse the Hosting District for each Area Committee/Assembly up to \$5,000 for the following expenses:

A. Rental of the facilities

1.) If the facility requires a deposit prior to the event and the District does not have funds to cover the deposit, the Area will advance those funds to the District

B. Coffee, coffee related expenses (for example: cups, plates, napkins, condiments), and breakfast snacks (for example: donuts, fruit) for Saturday morning.

C. Auxiliary space for Area business. (i.e. Committee Meeting Space)

11. The Treasurer will reimburse all Ad hoc Committees for the following expenses:

A. Mileage

B. Meeting space

C. Printing costs

12. 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.

13. The treasurer will provide a self-addressed envelope for each group through the DCMs to facilitate group contributions.

14. 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.

15. 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 of Area 26 operational funds. In addition, the Area 26 Finance Committee will review the financial records of the "Pink Can Fund" account provided by the Corrections Committee Treasurer to the Finance Committee.

16. The Bank Signature Card for the Area 26 account will contain the following signatures:

A. Treasurer

B. Secretary

C. Chairperson

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

17. 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.

18. The Technology Committee Chairperson may utilize TechSoup to purchase and maintain needed technology services for Area 26.
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.