

Southern California Area Assembly Of Alcoholics Anonymous FINANCIAL GUIDELINES

1. POLICY

No member of Alcoholics Anonymous shall be denied the opportunity to serve the Southern California Area Assembly (the Area) by reason of lack of funds.

2. AUTHORIZATION

Approval of a budget by the Area shall constitute authorization for the expenditures as provided herein.

3. BUDGET

An annual budget shall be prepared and approved by the Finance Committee (FC) for authorization by the Area as soon as possible after the close of the Second Quarter of the previous year. This budget shall be based upon historical data and Officer and Area Committee requests, and balanced against the anticipated revenues of the Area.

The budget shall allocate monies for all anticipated normal and regular meetings and activities of the Area.

4. UNBUDGETED EXPENDITURE REQUESTS

All unbudgeted expenditure requests should be first presented to the Accounts Treasurer 48 hours before an area meeting (Area Assembly or Area Committee Meeting). The Accounts Treasurer will ascertain and report on the availability of funds when the request is introduced by the Finance Committee Chair on the floor of the meeting. Explanations and motions regarding unbudgeted expenditure requests are the responsibility of the requestor.

5. EMERGENCY

A majority of the Area Officers may, when a vote of the Area cannot readily be attained, authorize expenditures for supplies, facilities, items, or activities not covered by the authorized budget. A full report of any and all such actions shall be given at the next area meeting (Area Assembly or Area Committee Meeting).

6. UPPER & LOWER CASH LIMITS

The FC shall calculate and publish the upper and lower cash limits in lieu of a prudent reserve pursuant to paragraph IX. E. of the Area guidelines and policies. A persistent cash balance above the upper limit requires Area action to spend the excess funds. A cash balance below the lower limit requires immediate Area attention and possible action.

7. REIMBURSEMENT

Whenever possible, Area expenses should be paid by the Accounts Treasurer directly to the vendor. If that is not possible, reimbursement of expenses for doing Area business shall be made after filling out and turning in a Reimbursement form and receipts to the Accounts Treasurer. Reimbursement forms are available from the Accounts Treasurer and on the Area website.

8. ADVANCES

If a member does not wish to spend personal funds, the member should fill out a Reimbursement form and ask for an advance of funds needed for an Area activity or project.

No later than 10 calendar days after spending the money advanced, the member should turn in to the Accounts Treasurer receipts for money spent and/or reimburse the Area any money not spent. No member shall be given an additional advance when they already have an advance outstanding, which requires refund or reimbursement.

9. HOSTING AN AREA MEETING

Districts hosting an Area meeting shall be reimbursed for all reasonable expenses associated with the event. This includes (but is not limited to): hall rental, meals, printing, and supplies.

The host District should attempt to keep the rent and/or non-donated food to the amount allocated in the annual budget. Inability to do so should not preclude the hosting of an event.

10. POSTAGE, SUPPLIES, PHOTOCOPYING (PSP)

Expenses for postage, supplies and photocopying used for Area business shall be reimbursed when receipts for actual money spent are presented.

11. MILEAGE

Members eligible for reimbursement shall be reimbursed at the rate of 40¢ per mile round trip beginning 08/01/2018.

Reimbursement is per vehicle driven, that is, if more than one eligible individual travels in a vehicle, only one of them may receive reimbursement.

Members of the Area Committee shall be reimbursed per vehicle driven to do Area business except regular Area Assemblies, Area Committee Meetings, Steering Committee meetings and Officers' meetings. In order to be reimbursed for District visits, an Area Committee member must be invited by the host District Committee Member (DCM) or District Committee Member Chair (DCMC). Attendance at regular AA meetings, Round Ups, Conventions and other events shall not be reimbursed by the Area.

Standing or Ad Hoc committee members doing committee business may, upon approval by their committee, be reimbursed for travel connected with their committee business, provided that such reimbursement is within the authorized budget for that committee. Reimbursement shall be limited to actual miles driven and the mileage reimbursement will be deducted from the committee budget.

Sound person, the person running sound for Area meetings, shall be reimbursed for roundtrip mileage.

12. MEALS

Meals shall be reimbursed for out-of-town trips specifically authorized, either by the annual budget or Area approval.

The basis of reimbursement for meal expenses shall be up to \$50 per day or, for partial days, \$10 for breakfast, \$15 for lunch, and \$25 for dinner, and shall be allowed only for trips requiring that an eligible member be away from their home overnight. Generally receipts are not required. Special banquets may be reimbursed at a higher rate and receipts are required.

13. LODGING

Delegate: The Delegate (or their alternate, in the exercise of Delegate duties) shall be reimbursed for any overnight lodging expenses incurred in the performance of Delegate duties.

Others: Expenses for lodging shall be reimbursed for others when specifically authorized, either by the annual budget or Area approval.

14. SPECIAL EVENTS

14.1 PRAASA

The Area shall reimburse the Delegate and Alternate Delegate for all expenses to attend PRAASA (the Pacific Region A.A. Service Assembly), and pay for a full set of the PRAASA recordings. Others shall be reimbursed as set forth in the annual budget pursuant to paragraph IX. C. 5 of the Area guidelines and policies.

14.2 REGIONAL AND OTHER FORUMS

The Area shall reimburse the Delegate (or their alternate, if the Delegate cannot attend) for all expenses to attend the Regional Forum. He or she should also be reimbursed for Special or Local Forums, if authorized in the annual budget. Others may be reimbursed if set forth in the annual budget pursuant to paragraph IX. C. 5 of the Area guidelines and policies.

Committee budgets shall not be used for expenses related to attending PRAASA, Regional and Other Forums.

14.3 MULTI-AREA DCM SHARING SESSION

Expenses are divided equally among the participating Areas.

14.4 GENERAL SERVICE CONFERENCE (GSC)

The Area reimburses the Delegate (or the Alternate if the Delegate cannot attend) for all expenses that the General Service Office (GSO) does not cover for attendance at the Annual GSC. The Area will also pay for the hotel and meals for three nights in addition to those covered by the GSO – usually the Thursday and Friday nights before the start of the Conference and the Saturday night at the end.

15. STANDING AND AD HOC COMMITTEE EXPENDITURES

15.1 APPROVED BY COMMITTEE

Expenditures of money budgeted should be approved by the Committee, not just the Committee Chair.

15.2 REPORTED TO AREA

Money spent shall be reported during the next Committee report at an Area meeting (Area Assembly or Area Committee Meeting).

15.3 WITHIN ONE QUARTER OF ANNUAL BUDGET

Any money spent shall be one quarter of the Committee's annual budget or less. If the expected expenditure will be greater than one-fourth of the budget, approval by the Accounts Treasurer is needed. This approval is not to judge the prospective project, but to ascertain that the Area will have the necessary funds when needed, and that it will not have a negative impact on the Area's cash flow.

15.4 ADDITIONAL FUNDS

If a Committee wants to spend more than that set forth in the annual budget, they may submit an UNBUDGETED EXPENDITURE REQUEST.

16. ACCOUNTABILITY

16.1 SEPARATION OF DUTIES

16.1.1 CONTRIBUTIONS

The Contributions Treasurer shall deposit all contributions, Group, District, Individual and Non-SCAA. The Contributions Treasurer will not handle any other money.

16.1.2 OTHER DEPOSITS

The Accounts Treasurer shall handle any deposits that are not contributions, as well as writing all checks and paying out all expenses.

16.1.3 CASH AT MEETINGS

On-site cash contributions (e.g. food kitty, Grapevine, La Viña, etc.) shall be received by the FC. A minimum of two FC members other than the area treasurers shall count and/or verify total monies collected; these results shall be announced during the respective meeting. The money will be turned over to the Accounts Treasurer in exchange for a receipt from the Accounts Treasurer's two-part receipt book. The Accounts Treasurer shall deposit these funds within three business days.

17. QUARTERLY FINANCIAL REPORTS

The two area treasurers, the Accounts Treasurer and Contributions Treasurer, shall prepare reports after each calendar quarter. These reports shall be:

1. Presented at the next Area Assembly following the end of the Quarter.
2. Approved at the following Area Committee Meeting.

17.1 REPORTS MUST MATCH

In order for the reports to be approved, the amounts shown for the reporting period in each category of contributions, and for total contributions in the reporting period, must be the same in both reports.

17.2 BOTH MUST BE APPROVED

Both reports must be presented and approved at the same time. If one report is not complete, the approval of both reports is tabled until both are finished in order for the contributions to be compared.

17.3 MOTION SECONDED BY FC MEMBER

A motion to accept an area treasurer's financial report must be seconded by a member of the FC, one who has reviewed the report or has knowledge of such a review pursuant to section 17.1 of the finance guidelines.

18. [INTENTIONALLY LEFT BLANK]

19. FISCAL RESPONSIBILITY

All are expected to solicit competitive sources for supplies, facilities, items or activities of significant expense and to exercise prudence in their selection from among those sources.

20. RECORD KEEPING

At the end of every panel the paper and electronic files from the Contributions Treasurer and Accounts Treasurer should be placed in the Area's designated storage space where existing financial records are stored. Records for any panel ending more than seven (7) years in the past should be removed and given to the Area's Chief Financial Officer for proper disposal.

21. PROFESSIONAL ASSISTANCE

21.1 POLICY

A.A., as such, has no interest in outside issues. However, as a matter of responsibility in our sobriety, we understand that we must exist within the established framework of society and its laws. These "outside" requirements include state and federal tax regulations, various restrictions and guidelines for nonprofit organizations, and other issues of law.

To ensure full and proper compliance in these matters, the Area shall seek recognized professional assistance in the fulfillment of our various legal responsibilities to Federal, State, and local agencies.

22. INSURANCE

The Area shall retain Property Damage and Bodily Injury Liability insurance in an appropriate amount. This insurance shall provide coverage for Area events, not district or group events.

All Area requests for modification to the Insurance Policy shall be initiated and authorized by the Area Chair, subject to approval by the Area Officers. Modifications may include decisions regarding renewal of existing insurance, selection of any new insurer and activity associated with hosting an Area event. The Area Chair will keep the Area Officers informed of any changes or requests by the insurer such as modifications in Insurance Policy coverage, wording or cost.

The Area Accounts Treasurer shall retain physical possession of the Insurance Policy and all information regarding Area insurance activity, including current contact information.

Any District(s) or Group(s) hosting an Area event shall contact the Area Chair for, or with, Insurance Policy information. The Area Chair will be the primary liaison between the Area and the insuring company or its agent. The Insurer, upon receipt of appropriate information regarding the Area event, will provide evidence of liability coverage as needed by the host District(s) or Group(s).

23. TAXES

The Directors of the Area Corporation shall designate a member of the Area to ensure that Federal and State tax returns are submitted and tax monies or fees (if any) are paid in a timely manner. The tax returns and appropriate supporting documentation shall be prepared by a Certified Public Accountant. The Accounts Treasurer shall retain a copy of all tax documents.

24. LAWYERS

Professional legal assistance may be sought by the Area.

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Of Alcoholics Anonymous
FINANCIAL GUIDELINES

APPENDIX A
APPROVED FINANCIAL GUIDELINES CHANGES SINCE 2018

01/21/23 Updated to include Section 22. Insurance, Section 23. Taxes and Section 24.
Lawyers