

OREGON AREA AL-ANON BUDGET POLICY

BUDGET AUTHORITY STATEMENT

The Oregon Area assembly reserves the authority to finance Oregon Area Al-Anon activities. No area officer, coordinator or member of the Area World Service Committee (AWSC) may obligate Oregon Area Al-Anon funds without the approval of the Oregon Area assembly. This is normally done annually in the budget approval process.

The treasurer may not make payments that exceed the approved budget. If area officers, coordinators or others with spending authority for a budget line item find that expenses for their work will exceed the budget, they must notify the Audit-Budget Committee to request additional budget authorization. The committee may authorize an additional budget amount, which must be shifted from another expense line item.

Prudent Spending Policy

Our leaders are but trusted servants. When you are spending money on Oregon Area business, be aware that these resources are gifts from the Oregon Area members.

Advance Funds

- **Normal:** Some activities normally need Area money in advance. The State Speakers Meeting (SSM) normally needs advance seed money, which is paid back at the time of the SSM or earlier if possible.

Advance money will be needed to set up a checking account for the new Communicator editor, which will be paid back to the Area at the close of the editor's term of office. This account is replenished during the term upon presentation of paid receipts.

Advance money will be needed to set up checking accounts for the new Area Secretary, which will be paid back to the Area at the close of the secretary's term of office. This account is replenished during the term upon presentation of paid receipts.

The Area treasurer may need advance money to set up a post office box, and the delegate may need advances for delegate's expenses. All these may be processed by the treasurer within the approved budget.

- **Extenuating/Emergency:**

If the treasurer is asked for advance funds outside the normal operating process, approval must be given by the Area Chairperson and at least one member of the Audit-Budget Committee.

- **Reserves [See Warranty One]**

The Oregon Area's reserve is equal to one-third of actual expenditures of the previous year. If it is necessary to dip into the reserves to pay for Area expenses, the treasurer will notify groups that the Area needs more contributions. This should be done using the links of service.

Authorized Expenses

Officers and Coordinators Expenses

See the accompanying chart, Authorized Reimbursement Schedule for Oregon Area, for the kinds of expenses that may be reimbursed for each position.

To request reimbursement for these costs, complete an Expense Reimbursement Form for Oregon Area Officers and Coordinators, which you may obtain from the Area treasurer. Include a description of the activity, what each payment was for, the amount and name of the vendor. Attach a receipt for each cost (attach an explanation if no receipt is attached).

Sign and date the expense report before giving it to the treasurer.

Nothing prohibits you from giving your resources voluntarily when conducting Area business. If you should choose to not request reimbursement for Oregon Area budgeted expenses, please keep a record of all such expenses and include them on your annual budget request. Having all the expense information on budget requests for each position will help when future officers step into your position.

• **Office Expenses.** These include phone, copying, postage, and other miscellaneous costs:

- **Phone.** The actual costs of long-distance phone calls for Oregon Area business are reimbursable with documentation in the form of phone bills. Do not request reimbursement for basic monthly phone costs.

- **Copies.** Shop around to find the best copy prices in your location for the number of copies you need for each assembly. You may get some bulk price breaks if you can arrange to buy copies with another coordinator or officer.

- **Postage.** If you have a minimum of 200 identical pieces to mail, the mailing could be done using the area's bulk mailing permit normally used for the newsletter.

- **Miscellaneous.** Miscellaneous costs include paper, envelopes, mailing labels, notebooks, marking pens, transparencies, literature, computer supplies and the like used for Area business.

Do not include equipment maintenance or depreciation expenses in your budget estimates. These costs are not reimbursable.

- **Other.** Some expenses are unique to the activities of different officers and coordinators.

It is the responsibility of individual officers and coordinators not to exceed their approved budgets.

Area Travel Fund (ATF)

• **Group Representatives (GRs).** GRs should ask their groups to pay for their travel expenses to assemblies. Travel expenses paid by the group may include the voluntary group registration of \$10 for assemblies, shared lodging, reasonable cost for meals, and mileage at an agreed-upon rate.

If the group cannot afford to fully support the GR, the GR may request mileage reimbursement from the Area Travel Fund by completing an Area Travel Fund (ATF) Request and presenting it to the treasurer on the first day of the assembly.

Following the instructions on the form, the ATF reimbursement is calculated as follows:

Miles from group meeting location to assembly is based on the city-to-city mileage shown on the Oregon State Map mileage chart. Multiply this by 2 to get the round trip mileage. The Area subtracts 80 miles from the round trip mileage, and then pays 25 cents a mile.

The ATF form must be turned in to the Treasurer at the assembly you attend. Late reimbursement requests may not be honored. Anyone who does not attend the entire assembly is not eligible for reimbursement unless the chairperson grants an excuse (to leave early for a family emergency, for example). Carpool to assemblies whenever possible; only one mileage request per carpool is allowed.

• **District representatives (DRs).** DRs should ask their districts to pay for their travel expenses to assemblies. If the district cannot afford to fully support the DR, the DR may request mileage reimbursement from the Area Travel Fund as outlined for GRs at assemblies.

• **Coordinators, officers, past delegates.** To receive mileage reimbursement from the Area for assemblies, coordinators, officers, the Audit-Budget Committee, and past delegates should follow the ATF reimbursement request procedure outlined above using the mileage to the Area event from their hometowns.

Assembly Allowances

Officers, coordinators, members of the Audit-Budget Committee, and past delegates may request reimbursement for: meals and lodging costs of up to maximum of \$150 in addition to mileage. The meals and lodging portion of travel expenses is called the assembly allowance.

The request for assembly allowance is made separately from mileage reimbursement request, although it may be reported on the same form. Do not combine mileage with meals and lodging amounts, as the ATF is a separate budget line item from the assembly allowance.

The assembly allowance request must be made at the assembly or AWSC attended. The same procedures apply as for the ATF form written above.

In addition, lodging and meals to be reimbursed must be itemized. Lodging information listed should include the amount you are requesting as your share and the number of

nights. Meal information should include the day, the meal, and the amount you are requesting reimbursement for, such as "Saturday dinner, \$7." Total the amounts of meals and lodging on the back of the form and enter the total in the Assembly Allowance box on the front of the form. Nothing prevents a trusted servant from charging the area less than shown on receipts.

Area World Service Committee (AWSC) meetings

When AWSC meetings are held at times and locations separate from assemblies, AWSC members, including DRs, are eligible for mileage reimbursement. AWSC members may also request lodging and any necessary meal reimbursement up to the maximum allowance if they do not have funding from their districts or other service organization and overnight stay is prudent.

Travel other than assemblies or AWSC meetings

The Oregon Area Delegate, members of the Audit-Budget Committee and members of Ad Hoc Committees will be reimbursed travel expenses for conducting Oregon Area AI-Anon business according to the above policies.

Northwest Region Delegates Meeting (NWRD)

Oregon Area policy is to send and fund the current Delegate, Alternate Delegate and one Past Delegate to the annual NWRD meeting. The Past Delegate will be chosen by drawing a name from the hat at the November assembly prior to the NWRD meeting. The names in the hat will be those of active Past Delegates who wish to be included. Active means those attending the majority of assemblies and AWSC meetings during the current year including excused absences.

Transition expenses

Additional expense is budgeted for transition from outgoing to newly elected area officers and coordinators.

DELEGATE EXPENSE GUIDELINES

All expenses for the Area delegate are charged to a delegate's fund line item.

- **World Service Conference (WSC).** Travel expenses for the delegate to attend the WSC are paid by the World Service Office (WSO). In November or December of each year, the WSO asks the Area for an amount representing the average expenses for delegates to attend the next WSC; the line item is called WSO ETF (Equalized Travel Fund). The Area pays for the delegate's travel expenses getting to and from the airport.

In lieu of a love gift for the delegate, the Area pays for an extra day's hotel and meals so that the delegate may go to the conference a day early.

- **Delegates Meeting.** Expenses of the Delegates Meeting include registration, travel, meals, motel and miscellaneous expenses incidental to the meeting.

- **Delegate's travel.** All the delegate's Area travel, meals and motels are charged to delegate travel, including actual expenses for attending the State Speaker Meeting, assemblies, and AWSC. When the delegate travels to districts to make a delegate's report, the delegate's travel expenses should be paid by the district if possible.

- **Delegate's Miscellaneous.** Miscellaneous expenses may include telephone, postage, copies, and materials for presentations.

At regular intervals, all delegate expenses are submitted to the treasurer on an Expense Reimbursement Form or otherwise in writing, to include the item purchased, the vendor and the amount, with receipts attached.

BUDGET REQUEST GUIDELINES

Each year, the Audit-Budget Committee asks Oregon Area officers, coordinators, the Audit-Budget Committee and active past delegates to prepare an annual budget request for the activities they plan for the coming calendar year. Budget requests must be submitted in time for the Committee to prepare a budget and publish it in the Area Communicator newsletter prior to the November assembly.

What is allowed? The Audit-Budget Committee will use the Authorized Reimbursement Schedule to identify reimbursable expense for each position. No more than a one-page description of each request should be necessary. Needs for office expenses, literature, travel other than assemblies and AWSCs, and any other expenses should be estimated using the following suggestions:

- **Travel.** Do not include assembly or AWSC travel in budget requests. The Audit-Budget Committee will budget for these travel expenses in a separate line item, called the Assembly Travel Fund.
- **Phone.** Estimate costs of long distance phone calls by checking old phone bills or previous year's phone charges. Do not include any basic monthly phone costs in budget requests.
- **Paper/envelopes.** To estimate costs of paper and envelopes for Oregon Area business, use local store prices.
- **Copies.** To estimate copy costs, shop around to find the best prices in your location. Prices will vary with the volume of work to be done. Use appropriate job size prices.
- **Postage.** Estimate postage requirements based on First Class rates unless the mailings can be done using the Communicator's bulk rate permit.
- **Maintenance/depreciation.** Do not include equipment maintenance or depreciation expenses in budget estimates. These costs are not reimbursable.
- **P.O. Boxes & Bulk Mail.** Get pricing on post office boxes in local area and bulk mail from post office. For bulk mailings, the best guide may be previous year's costs, adjusted for increases.
- **Literature.** Use the World Service Office literature order form to estimate needed literature prices.
- **Transition.** In the year following a November election assembly, the Audit-Budget Committee will include additional transition expense in the budget. A nominal amount is budgeted for intervening years, primarily as a marker.
- **Other.** Some expenses are unique to the activities of different officers and coordinators. Unit costs for specialty office items can be obtained from local stores.

BUDGET PROCESS

The Audit-Budget Committee proposes a budget based on budget requests from coordinators, officers and other information. The proposed budget is published in the Area Communicator prior to the November assembly. At the November assembly, individual line items in the proposed budget may be amended by simple majority vote prior to the vote on the whole budget.

The annual budget is then voted on as a whole, and is not approved until it passes with a two-thirds majority vote of the assembly. Once adopted, budgeted expenses cannot be increased. Thus, the budget is a maximum cost budget rather than an estimate of actual expenses.

After the budget has been adopted, expense line items cannot be added except in a case of emergency; this would be done by a two-thirds passing vote at an area assembly. However, the Audit-Budget Committee may shift amounts between line items during the year; these shifts are called budget transfers.

MILEAGE TABLE

Selected Cities in Oregon

Prepared by the
Oregon Department of Transportation
Transportation Development Division
Road Inventory and Classification Services
2004

MILEAGE TABLE	Albany	Ashland	Astoria	Baker City	Bend	Burns	Coos Bay	Corvallis	Eugene	Florence	Forest Grove	Grants Pass	Gresham	Klamath Falls	La Grande	McMinnville	Medford	Newberg	Newport	Ontario	Pendleton	Portland	Redmond	Roseburg	Salem	Springfield	The Dalles	Tillamook	Woodburn
Albany	-	219	158	351	123	253	147	11	44	94	73	179	78	213	329	50	207	50	65	383	277	69	121	111	24	43	152	92	40
Arlington	205	370	228	168	169	230	347	216	245	298	160	380	126	306	124	173	381	159	248	239	72	136	153	313	182	244	53	210	166
Ashland	219	-	374	447	200	299	182	222	178	202	290	41	295	64	472	264	12	269	252	428	442	285	216	108	240	176	331	309	255
Astoria	158	374	-	396	255	385	233	151	199	184	80	334	108	364	352	105	362	106	134	464	300	95	239	266	136	199	175	66	121
Baker City	351	447	396	-	247	164	466	356	356	404	328	488	294	383	44	341	459	327	393	72	96	304	230	421	350	352	221	378	333
Bandon	171	182	257	490	261	392	24	158	140	72	223	142	244	245	495	198	170	212	122	522	443	236	259	85	201	137	318	191	206
Beaverton	67	282	93	312	167	297	208	79	107	159	15	242	21	276	268	34	270	20	109	383	216	9	151	175	44	107	91	67	28
Bend	123	200	255	247	-	130	237	127	128	190	181	241	145	137	271	158	212	161	180	260	241	160	16	192	131	124	131	206	146
Brookings	249	146	339	559	295	424	107	238	216	155	306	105	327	208	565	280	134	294	205	555	525	317	311	168	272	220	400	274	289
Burns	253	299	385	164	130	-	367	257	259	320	311	339	275	235	205	288	311	291	310	130	198	290	146	322	261	253	260	336	276
Clatskanie	130	347	35	361	221	351	256	128	171	207	56	306	75	341	317	82	334	82	157	431	265	61	205	238	108	170	140	93	91
Condon	220	329	244	199	128	192	347	231	237	300	175	370	141	265	155	189	341	174	300	254	103	151	112	302	198	234	69	225	182
Coos Bay	147	182	233	466	237	367	-	135	116	48	200	142	220	245	471	174	170	188	98	498	419	212	235	85	177	113	294	167	186
Coquille	164	164	251	484	255	385	18	153	134	66	217	124	238	227	489	192	152	206	116	516	437	229	253	67	195	131	312	185	199
Corvallis	11	222	151	356	127	257	135	-	40	83	71	182	90	213	340	46	210	58	53	388	288	81	126	111	35	44	163	90	51
Cottage Grove	60	158	216	370	142	271	96	60	20	83	132	118	137	181	386	106	146	111	113	402	334	127	140	51	81	17	209	151	99
Dallas	31	248	129	364	146	276	164	29	70	112	51	208	71	242	320	25	236	37	70	406	268	60	144	140	15	73	143	64	32
Elgin	349	492	354	64	291	225	491	360	389	434	303	524	270	428	20	317	504	303	393	135	72	279	275	459	326	386	197	353	309
Enterprise	386	536	409	106	336	270	528	397	426	479	341	561	307	473	65	354	548	340	429	178	109	317	320	494	363	426	234	391	347
Eugene	44	178	199	356	128	259	116	40	-	61	112	138	120	173	369	86	166	94	91	388	318	110	126	71	64	4	193	130	81
Florence	94	202	184	404	190	320	48	83	61	-	151	162	172	234	422	126	190	139	50	450	371	164	188	94	118	65	245	119	135
Forest Grove	73	290	80	328	181	311	200	71	112	151	-	250	36	285	283	26	278	26	101	398	232	23	166	182	50	115	107	52	45
Fossil	213	309	264	195	108	172	328	218	218	280	195	350	166	245	175	209	321	194	280	233	123	171	92	282	218	214	89	245	236
Gold Beach	225	175	311	544	316	446	78	213	194	126	278	134	299	238	549	252	162	267	176	576	497	290	314	140	255	192	373	247	261
Grants Pass	179	41	334	488	241	339	142	182	138	162	250	-	254	104	504	224	29	229	212	470	452	245	257	68	199	136	327	269	216
Heppner	260	372	283	155	172	213	391	271	301	345	215	413	181	309	111	228	384	214	303	227	59	191	155	346	237	277	109	265	221
Hermiston	255	399	282	124	219	223	396	266	297	348	210	409	176	351	80	224	387	209	298	195	28	186	203	363	232	295	104	260	216
Hillsboro	73	292	87	322	176	306	206	78	117	156	6	252	30	286	278	32	280	20	106	391	226	17	160	184	50	117	101	58	37
Hood River	131	346	154	242	152	282	273	142	172	224	86	307	52	289	198	99	335	85	174	312	146	62	136	239	108	171	21	136	92
Independence	20	238	134	362	143	273	159	22	63	106	54	198	68	233	318	28	226	40	75	404	266	59	141	131	12	67	141	72	30
John Day	257	353	359	80	153	70	372	262	262	324	287	393	249	290	135	292	365	285	315	132	127	264	336	327	266	258	190	337	281
Junction City	31	193	177	358	130	260	116	26	14	63	97	153	109	187	359	72	181	84	77	391	308	100	128	85	54	18	183	116	72
Klamath Falls	213	64	364	383	137	235	245	213	173	234	285	104	282	-	408	259	76	283	265	365	378	279	153	171	234	170	268	303	250
La Grande	329	472	352	44	271	205	471	340	369	422	283	504	250	408	-	297	484	283	372	115	52	259	255	437	306	369	177	333	289
Lake Oswego	63	283	102	311	169	299	216	78	108	157	27	239	19	273	266	34	271	20	110	381	215	8	167	176	41	108	89	81	24
Lakeview	298	160	430	303	174	139	341	301	261	322	357	200	320	96	344	332	171	335	353	270	337	335	191	267	306	259	305	380	323
Lebanon	14	220	169	337	109	239	150	19	45	99	85	180	89	214	340	61	208	64	71	369	288	80	107	112	35	45	163	106	54
Lincoln City	76	289	110	392	189	319	123	74	122	75	76	238	99	292	348	50	266	65	25	450	296	88	187	170	57	122	171	44	76
Madras	147	243	213	240	42	172	262	152	151	214	140	283	103	179	251	153	255	138	204	278	199	118	26	216	155	148	89	190	133
McDermitt	390	346	532	256	277	147	514	404	406	467	458	410	422	306	299	435	381	438	458	184	351	437	293	469	408	400	407	483	423
McMinnville	50	264	105	341	158	288	174	46	86	126	26	224	49	259	297	-	252	14	76	411	245	38	156	157	26	90	120	67	33
Medford	207	12	362	459	212	311	170	210	166	190	278	29	282	76	484	252	-	257	240	442	454	273	228	96	227	164	343	297	243
Milton-Freewater	306	471	329	111	271	227	449	317	347	400	261	482	228	408	69	275	483	260	118	180	29	237	255	414	284	346	155	311	268
Milwaukie	71	287	101	309	173	303	220	81	112	161	30	243	16	277	265	42	275	28	116	380	214	7	171	179	44	111	88	75	28
Newberg	50	269	106	327	161	291	188	58	94	139	26	229	35	263	283	14	257	-	89	397	231	23	159	161	30	94	106	78	19
Newport	65	252	135	411	183	311	98	54	92	50	102	212	124	267	373	76	240	90	-	442	321	114	179	144	83	96	196	69	100
North Bend	144	185	230	463	235	364	3	132	113	45	197	145	220	248	467	171	173	185	95	495	416	209	233	88	174	111	291	164	191
Nyssa	386	433	480	85	263	133	501	391	391	453	413	473	377	368	128	425	445	411	437	13	180	388	271	456	395	387	305	462	409
Oakridge	82	179	232	329	96	226	145	82	42	103	153	167	157	131	367	128	167	135	136	356	337	151	112	98	106	34	235	171	123
Ontario	383	428	464	72	260	130	498	388	388	450	398	470	364	365	115	411	442	397	424	-	167	374	268	453	392	384	293	448	403
Oregon City	60	276	109	312	158	287	207	71	101	154	36	236	18																

Authorized Reimbursement Schedule for Oregon Area

		-----Office Expense-----						Literature		Special	Assembly		-----Other Travel-----			
		Phone	Paper	Envs.	Copy	Postage	Misc	Pamp.	Books	Exps.	ATF	Allow	Mile	Carrier	Lodge	Meals
Officers																
	Delegate	x	x	x	x	x	x	x		x[a,b,n]	x	x	x(n)	x	x	x
	Alt Delegate	x	x	x	x	x	x	x		x[b]	x	x				
	Chairperson	x	x	x	x	x	x			x[c]	x	x				
	Secretary	x	x	x	x	x	x				x	x				
	Treasurer	x	x	x	x	x	x			x[d]	x	x				
Coordinators																
	Alateen	x	x	x	x	x	x	x			x	x				
	Archives	x	x	x	x	x	x			x[e]	x	x				
	Communicator	x	x	x	x	x				x[f]	x	x				
	CPC	x	x	x	x	x		x		x[g]	x	x				
	Forum	x	x	x	x	x		x			x	x				
	Group Records	x	x	x	x	x					x	x				
	Literature	x	x	x	x	x		x	x	x[h]	x	x				
	Public Info	x	x	x	x	x		x	x	x[g]	x	x				
	Web Coord.	x	x	x	x	x				x[i]	x	x				
Others																
	Past Delegates									x[b]	x	x				
	Audit-Budget	x	x	x	x	x	x				x	x	x	x	x	x
	Ad-Hoc Comm	x	x	x	x	x	x						x	x	x	x
	AIS Liaisons															
	District Reps									x[j]						
	Group Reps									x[k]						
Ltr	Definition of Letter															
x	Allowable Expense															
[a]	Expenses at State Speakers Mtg; Meals at Assemblies, Delegate Expenses at WSO, Hotel & Meals for extra Day at WSO															
[b]	Registration, travel, meals and lodging for Delegates Meeting															
[c]	Nametags or Badges															
[d]	Check Stock, Receipt books, PO Box, Bank Charges															
[e]	Storage Rental															
[f]	PO Box, Bulk Mail Permit, Printing and Newsletter exchange copies and postage															
[g]	Major outreach events															
[h]	Display material, packing cases, shipping															
[i]	Programming services and web hosting fees															
[j]	Up to maximum allowance plus mileage to attend AWSC if district cannot cover															
[k]	Mileage to attend Assembly if Group and/or District cannot cover															
[n]	Delegate mileage is paid at 25 cents a mile with no deductible															

AREA TRAVEL FUND [ATF]

Office/Group Name: _____ City: _____ Dist: _____

Your Name: _____ GR or Alt: _____

Mailing Address: _____ City: _____ Zip: _____

Mileage Reimbursement:

Miles (One Way) _____ X 2 _____ Minus 80 = _____ Total Miles

TOTAL MILEAGE REIMBURSEMENT: Total Miles _____ X \$.25 = \$ _____

Assembly Allowance for AWSC Members Only [\$150.00 Maximum]:

TOTAL ASSEMBLY ALLOWANCE: \$ _____*

*To claim Assembly Allowance, please list your expenses on back. Thank you.

TOTAL MILEAGE AND [OR] ASSEMBLY ALLOWANCE REQUESTED: \$ _____

Signature: _____ Date: _____

Paid with check no.: _____ Date paid: _____

AREA TRAVEL FUND [ATF]

Office/Group Name: _____ City: _____ Dist: _____

Your Name: _____ GR or Alt: _____

Mailing Address: _____ City: _____ Zip: _____

Mileage Reimbursement:

Miles (One Way) _____ X 2 _____ Minus 80 = _____ Total Miles

TOTAL MILEAGE REIMBURSEMENT: Total Miles _____ X \$.25 = \$ _____

Assembly Allowance for AWSC Members Only [\$150.00 Maximum]:

TOTAL ASSEMBLY ALLOWANCE: \$ _____*

*To claim Assembly Allowance, please list your expenses on back. Thank you.

TOTAL MILEAGE AND [OR] ASSEMBLY ALLOWANCE REQUESTED: \$ _____

Signature: _____ Date: _____

Paid with check no.: _____ Date paid: _____

Financial Guidelines for Oregon Area AI-Anon and Alateen groups

Revised and prepared by the Audit-Budget Committee July 18, 1999

Previous revision by the Audit-Budget Committee June 6, 1988

Treasurers

A few basic suggestions that might prevent problems are:

- Each member of the group has a responsibility and a right to know what the income and expenses of the group are.
- Financial reports should be made to the group at least once a month, either written or oral.
- The group treasurer should have a year in the program and be a regular member of the group. If the group is brand new, then start with a person who can reconcile a bank statement reliably.
- Bank and record income and expenses promptly
- Use the group conscience process for any proposed expenses.
- Use and refer to the traditions in the AI-Anon / Alateen Service Manual.

First Thing First

Group expenses are listed in priority order. Not all groups have the same kinds of expenses, but the list that follows is to serve as a guide.

First priority

Group operating expenses: Rent, liability insurance (if not included in rent), literature, reimbursement for the Group Representative's expenses in traveling to assemblies and district meetings including gas, motel, meals and suggested \$10 donation to each assembly. Meals to get to and from assemblies at some distance may be included in the GRs reimbursement.

The group may also choose to pay for classified ads, post office box, a Forum group subscription, telephone expenses, and/ or beverages.

Second and third priority

AI-Anon Information Service (AIS) (if served by an AIS): help pay for telephone answering services, meeting list printing, post office box, rent, literature, fundraising seed money, and other office expenses

District: help pay for District Representative travel to area assemblies, district meetings, AWSC, and visits to groups in the district. District expenses also may include telephone calls, postage, post office box, copying, meeting list printing, fund-raising seed money and other district projects.

Fourth priority

Oregon Area: help pay for area delegate to attend the annual World Service Conference and visit districts in the area. Also help pay for emergency mileage to assemblies for GRs when their groups cannot pay their travel, for publishing and mailing the Communicator area newsletter and minutes of assemblies, for expenses related to the positions of officers, coordinators, and special committees, including their travel expenses if they are not a GR or DR.

Fifth priority

World Service Office: Group contributions to the WSO are in addition to the requested quarterly individual contributions.

Address: World Service Office
1600 Corporate Landing Parkway
Virginia Beach, VA 23456-1655

(Make check payable to Al-Anon Family Group Headquarters)

Note: Contact your District Representative for the addresses of the Oregon Area (which changes every three years), your AIS and your district.

Special priority

Oregon area. State Speakers Meeting once a year: fund-raiser for Oregon area.

Suggestions for Group Treasurers

1. Open a checking account in the group name at a local bank. Try to find a bank that will waive a monthly service charge. If the group doesn't have a Tax ID number, apply for one using IRS Form 55-4, available at the bank or from the IRS.
Please be sure AI-Anon or Alateen is spelled correctly on your checks.
Also, your group's district number, area number, and WSO registration number can be pre-printed on your checks (handy for keeping track of these numbers.)
 - A. The group as a whole decides the number of signers on the account. Two - signers-required is recommended, with at least three possible signers on the account in case someone moves away.
 - B. The group should maintain a record of where the checking account is and who the signers are. The group representative is an ideal person to hold these records.
2. Deposit all group collections into the group's bank account on a regular basis.
3. Pay all group expenses by check whenever possible.
4. Pay all group donations by check to District, AIS, Oregon Area, and World Service Office, and include the group's registration number.
5. The group treasurer gives a financial report at the group's business meeting or at least once a month.
6. The report consists of a beginning balance from the previous report, the amount of income, the amounts of expenses by item, and an ending balance.
7. The treasurer reconciles the checkbook to the bank statement on a monthly basis.
8. The treasurer position should rotate regularly.
9. The treasurer is accountable to the group, so questions shouldn't be taken personally. Remember to place principles over personalities.
10. An audit is part of turning over the position to a new treasurer, to protect both the old and new treasurer. The group may also call for an audit at any time to assure its account is being reconciled, the collections are being deposited, and that expenses have been approved by group conscience.
11. Further information on the duties and responsibilities of the group treasurer are in the AI-Anon/ Alateen Service Manual.