

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 donations from the Oregon Area members.

Advance Funds for Budgeting Items

• **Normal:**

Some Area activities may need Area money in advance, which is paid back at the time of the event or earlier if possible.

Officers and Coordinators may request advance monies from the treasurer for approved budgeted expenses. Upon receipt of appropriate documentation, the Area Treasurer and at least one member of the Audit-Budget Committee may advance monies if they fall within the approved budget.

Receipts must be sent to the Treasurer with any unused money once the reason for the advance is complete, and they must be turned in with the expense reimbursement form to the treasurer within two weeks.

• **Extenuating/Emergency:**

If the Area Treasurer is asked for advance funds outside the listed budgeted expenses, 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 Area Treasurer will notify groups that the Area needs more contributions. This should be done using the links of service.

Budgeted Expenses

• Officers and Coordinators Expenses

See the chart on Page 6, “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 (See pages 20-21) 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 receipts for each cost (attach an explanation if no receipt is attached; this includes motel receipts, etc.). **Sign and date the expense report before giving it to the Area 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 average costs of data usage 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. You may get some bulk price breaks if you can arrange to buy copies with another coordinator or officer.

• **Postage.** Prudent use of Area funds suggests you purchase “Forever” stamps. Bulk mail does not appear to be a prudent use of area funds.

• **Miscellaneous.** Miscellaneous costs include paper, envelopes, mailing labels, notebooks, marking pens, 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.

NORMAL OPERATING PROCEDURES

Area Travel Fund (ATF)

- **Reimbursement for Area Travel Fund (ATF=Mileage)**

All Area World Service Committee Members (Officers, Coordinators, District Representatives*, Past Delegates, Audit/Budget Committee) and Group Representatives* are to attend all of the scheduled full sessions of each AWSC and Assembly to be eligible for reimbursement from the ATF. This means, currently, attending all day Saturday and Sunday morning. *Eligible for ATF only if District/Group cannot cover the travel expenses.

The ATF/Travel Allowance form is required to be completed for Area reimbursement. Reimbursement is calculated as follows:

Mileage to assembly is based on the city-to-city mileage shown on the Oregon State Map mileage chart (see Page 19). Multiply this by 2 to get the round-trip mileage. The Area Treasurer will announce the Area Travel Reimbursement amount to be used prior to the start of each assembly and AWSC.

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

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

- **District Representatives (DRs).** Districts pay for their DR's travel expenses to assemblies and AWSC. 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.

- **Group Representatives (GRs).** Groups pay their GRs travel expenses to assemblies. Travel expenses paid by the group may include the voluntary group registration of \$10 for assemblies, shared lodging, 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 (see Page 20) and presenting it to the Area Treasurer on the first day of the assembly.

Assembly Allowance

Officers, coordinators, members of the Audit-Budget Committee, and past delegates may request reimbursement for meals and lodging costs of up to a maximum of \$180 in addition to mileage. The meals and lodging portion of travel expenses is called the assembly allowance. In extenuating circumstances, the Audit/Budget Committee will review and may allow requested reimbursements over the maximum assembly allowance.

Do not combine mileage with meals and lodging amounts, as the ATF is a separate budget line item from the assembly allowance; although it is reported on the same form (see Pages 20 & 21).

In addition, lodging and meals to be reimbursed must be itemized. List the lodging information including the amount you are requesting as your share and the number of nights. List the meal information including 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 that total on line B of the front of the Assembly Allowance form. Attach all receipts to the Assembly Allowance form.

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

Area World Service Committee (AWSC) Meetings

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 and overnight stay is prudent.

Travel other than assemblies or AWSC Meetings

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

Northwest Regional Delegates Meeting (NWRDM)

Oregon Area policy is to send and fund the current Delegate, Alternate Delegate and any active* and interested Past Delegates to the annual NWRDM with the exception that the Alternate Delegate will be funded only for the first year of the 3-year panel. The Past Delegate funding for the NWRDM will follow this procedure: After identifying all those who want to go, the Audit Budget will determine the budgeted amount for the Past Delegates (same as amount for Delegate). *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 the delegate's line items.

- **World Service Conference (WSC).** Travel expenses for the delegate to attend the WSC are paid by the World Service Office (WSO). In the fall the WSO asks the Area for the average or the full amount for the delegates expenses to attend the next WSC; the line item is called WSO ETF (Equalized Travel Fund). The Treasurer pays the full amount in January. 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 Northwest Regional 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, AWSC and when traveling to district to make a delegate's report. When traveling for other AI-Anon events, the hosting event will pay the travel expenses.

- **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.

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				
	AAPP	X	X	X	X	X	X				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				
	Tech Coord.	X	X	X	X	X					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
	Thought Force/ Task Force															
	District Reps									X[j,m]						
	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]	Printing AWSC copies															
[g]	Major outreach events															
[h]	Display material, packing cases, shipping															
[i]	Programming services and web hosting fees															
[j]	Mileage to attend AWSC and/or Assemblies if district cannot cover															
[k]	Mileage to attend Assembly if Group and/or District cannot cover															
[m]	AWSC allowance for meals and lodging if district cannot cover.															
[n]	Delegate mileage is paid per the ATF description with no deductible															

BUDGET REQUEST GUIDELINES

Each year, the Audit-Budget Committee asks Oregon Area officers, coordinators 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 proposed budget for the October AWSC and to publish it on the Oregon Area website 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. Along with the budget amount, it is requested to have a short explanation for the amount requested. 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. The Audit-Budget Committee will budget for these travel expenses in a separate line item, called the Area Travel Fund.
- **Phone.** Estimate costs of long-distance phone calls. 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 and purchase “Forever Stamps”.
- **Maintenance/depreciation.** Do not include equipment maintenance or depreciation expenses in budget estimates. These costs are not reimbursable.
- **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 presented at the October AWSC and then published on the Area Website 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. The budget is a maximum cost budget rather than an estimate of actual expenses.

After the budget has been adopted, a line item may be adjusted by a two-thirds passing vote at an area assembly. Expense line items may be added if necessary; this would be done by a two-thirds passing vote at an area assembly. The Audit-Budget Committee may shift amounts between line items during the year; these shifts are called budget transfers.

FINANCIAL GUIDELINES FOR OREGON AREA AL-ANON/ALATEEN GROUPS

Revised by the Handbook Committee, November 30, 2021

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

Treasurers:

A few basic suggestions:

- It is suggested that the group treasurer 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.
- It is recommended to provide Financial reports to the group at least once a month, either written or oral. Each member of the group has a responsibility and rights to know what are the income and expenses of the group and can ask clarifying questions.
- Bank deposits promptly and record income and expenses.
- Use the group conscience process for any proposed expenses and refer to the traditions in the Al-Anon/Alateen Service Manual.

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

Group operating expenses: 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. (Oregon Area provides a liability policy that covers all Groups in Oregon upon request.)

The group may also choose to pay for public outreach, post office box, a Forum group subscription, and/ or refreshments.

Al-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.

Oregon Area: Help pay for Area Delegate to attend the annual World Service Conference and visit districts in the area. Also help pay for mileage to assemblies for GRs when their groups cannot pay their travel, for publishing and mailing the Communicator 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.

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

Address: World Service Office
1600 Corporate Landing Parkway
Virginia Beach, VA 23456-1655
(Make check payable to AFG, Inc.)

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

Note: Contact your Group or District Representative for the addresses.

Suggestions for Group Treasurers:

1. Open a checking account in the group name at a local bank. Find a bank that will waive the monthly service charge. If the group doesn't have a Tax ID number, apply for one using IRS Form SS-4 available on [irs.gov](https://www.irs.gov). It is important to include your group name including AFG, your district number and WSO Group ID number on your checks for record keeping by the District, Area and WSO treasurers.
 - a. The group as a whole decides the number of signers on the account. It is recommended to have at least two 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 and donations by check whenever possible.
4. The group treasurer gives a financial report at the group's business meeting or by group conscience.
5. 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.
6. The treasurer reconciles the checkbook to the bank statement on a monthly basis.
7. The treasurer position should rotate regularly.
8. 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.
9. Further information on the duties and responsibilities of the group treasurer are in the Al-Anon/Alateen Service Manual.

GUIDELINES FOR FINANCIAL RECORD KEEPING OF EVENTS

These guidelines are a starting point for those handling the financial records for an Oregon Area supported event. They provide an explanation of the minimum documentation requirements in order for the records to be audited.

A particular software program is not required, although using a computer makes things easier. A simple spreadsheet can provide the required documentation and reports.

Sample reports (on Page 13) are attached, based on two Area events: State Speakers Meeting (SSM) and Oregon Alateen Conference (OAC). These are for illustration only, and might not represent all the possible types of income and expenses. Blank forms for use as templates are attached and available for download on the Oregon Area website.

General Financial Guidelines

1. All Area events and fundraisers shall develop a budget of expected expenses and income for each year they are in operation. Arrange expenses and income into categories or sources, and then provide an estimate of expected income or expenses for these categories. A budget is nothing more than an educated guess based on historical data and projections. Provide provisions for what will be done if extra funds are collected or there is a shortage of income.
2. Bank statements need to be printed and reconciled monthly and should be part of the financial records. Provide a report showing outstanding items each month. Use accounting software, the back of the bank statement or create a similar report.
3. Provide the ending bank balance at the end of the event for that year.

Income Guidelines

1. Make copies of all checks received, and/or use a receipt book to track groups and districts that contribute. A list of contributors and amounts shall be provided as part of the financial documentation at audit.
2. Attach check copies or receipts to a copy of each deposit slip, so that the amount of the deposit can be confirmed.
3. Note on each check copy or receipt the category or source of the income.

Expense Guidelines

1. All expenses are to be paid by check from an account in the event's name. If another type of payment is required, members can make purchases with their own money and then request reimbursement.
2. All checks requests for reimbursement shall require the original itemized receipt, other documentation or a signed form stating that the expense is approved. All expenses should be approved by another committee member before reimbursement or payment.
3. Note on each receipt the category of expense.

Documents to be provided to the Audit/Budget committee for Audit:

1. All bank statements, with reconciliation reports showing outstanding items attached to each statement.
2. Final income statement for SSM event (see attached sample reports), with the ending bank balance at the bottom and the proceeds given to Oregon Area. For OAC which is an ongoing annual event, reports are for the current year after the event is over and ready to be audited. These reports should be sent to Audit-Budget by October 1st.
3. Provide a list of groups, districts and personal donations that contributed and the amounts given. All personal donations can be listed as one sum for anonymity.
4. Attach copies of each deposit slip, with check copies and receipts for cash received.
5. Copies of all receipts for expenses paid or reimbursed to members, with the check number written on the receipt(s). All reimbursements must be approved by another committee member when reimbursing an individual.
6. Spreadsheets or other documents used to track bank balance and categories of income and expenses. Reports from software showing bank ledger and detailed breakdown of income and expenses is acceptable.

Sample Financial Statement for SSM

	Budget	Actual	\$ Over (Under)
Income			
Donations	\$4,000.00	\$3,000.00	(\$1,000.00)
Registrations Fees	\$1,000.00	\$1,000.00	\$0.00
Fundraising Sales	\$500.00	\$200.00	(\$300.00)
Raffles	\$1,000.00	\$1,500.00	\$500.00
Total Income	\$6,500.00	\$5,700.00	(\$800.00)
Expenses			
Location Rent	\$1,000.00	\$1,500.00	\$500.00
Decorations	\$250.00	\$200.00	(\$50.00)
Fundraising Items	\$400.00	\$400.00	\$0.00
Speaker Expense	\$400.00	\$500.00	\$100.00
Meals	\$2,000.00	\$2,500.00	\$500.00
Supplies/Printing	\$300.00	\$200.00	(\$100.00)
Total Expenses	\$4,350.00	\$5,300.00	\$950.00
Total Profit (Loss)	\$2,150.00	\$400.00	(\$1,750.00)
Donation to Area		\$400.00	
Ending Bank Balance		\$0.00	

Sample Financial Statement for OAC

	Budget	Actual	\$ Over (Under)
Income			
Donations	\$ 7,000.00	\$ 8,500.00	\$ 1,500.00
Registrations Fees	\$ 2,000.00	\$ 2,000.00	\$ -
Fundraising Sales	\$ 2,000.00	\$ 1,000.00	\$ (1,000.00)
Total Income	\$ 11,000.00	\$ 11,500.00	\$ 500.00
Expenses			
Food and Lodging	\$ 5,000.00	\$ 6,000.00	\$ 1,000.00
Decorations	\$ 250.00	\$ 500.00	\$ 250.00
Activity Supplies	\$ 200.00	\$ 500.00	\$ 300.00
Scholarships	\$ 1,000.00	\$ 2,000.00	\$ 1,000.00
Fundraising Items	\$ 1,000.00	\$ 500.00	\$ (500.00)
Total Expenses	\$ 7,450.00	\$ 9,500.00	\$ 2,050.00
Total Profit (Loss)	\$ 3,550.00	\$ 2,000.00	\$ (1,550.00)
Starting Bank Balance		\$ 2,500.00	
Ending Bank Balance		\$ 4,500.00	

AL-ANON/ALATEEN GROUP BANK ACCOUNTS

Frequently Asked Questions

Based on the shared experience of numerous Al-Anon and Alateen Groups and the World Service Office, the following has been compiled to aid groups in making an informed group conscience decision.

1. What do we need to know?

- Prudence is the guiding principle in money matters in Al-Anon and it is recommended that groups keep only enough funds to cover group expenses and maintain an appropriate reserve (see *Reserve Fund Guideline, G-41*).
- It is a decision of the group conscience and it is recommended that groups gather all the information pertaining to having a group bank account (including fees and disclosure requirements) for the group discussion.
- Al-Anon and Alateen groups are **mutual support groups**. Banks may ask if you are a legal entity, a "non-profit organization", a "not-for-profit" business or a "branch" or "chapter" of the WSO (AFG, Inc.). An Al-Anon is not any of these, but it is a mutual support group. Al-Anon and Alateen groups are autonomous in their financial matters.

2. How do we open a bank account?

US Federal law requires that groups first obtain a Federal Tax ID number from the Internal Revenue Service (IRS) called an Employer Identification Number (EIN) for the bank to keep on file. An EIN does not give legal status to an Al-Anon group and it is not the WSO ID number.

Disclosure:

- The trusted servant applying for the EIN and/or the bank account will be required to provide their full name, address and social security number on the applications. Your social security number is not associated with the EIN after the application is complete.
- It is suggested that a group bank account have at least 2-4 members of the group who can access the account and at least 2 signers on every check.
- This disclosure of personal information would be up to the individual; it is not a requirement of any trusted servant's service position in Al-Anon and Alateen.
- See Page 16 and 17 on how to obtain an EIN.

Fees:

- The WSO cannot share its non-profit number (501 c-3) with local groups because the WSO does not have control over group funds like other national organizations such as the Boy Scouts, religious organizations and other not-for-profit organizations. Please see "Incorporation/Taxes" in the "Digest of Al-Anon and Alateen Policies" section of the Al-Anon/Alateen Service Manual.

Trying to obtain non-profit status from the IRS or Canada Revenue Agency (CRA) could be an expensive and tedious process for an Al-Anon or Alateen Group and the WSO suggests that the groups not apply.

*Our shared experience tells us that smaller, local banks and some credit unions **may** charge less than national banks*

- Most banks will assess fees on group bank accounts without legal proof of the organization's non-profit status.

Obtain an EIN for banking purposes only:

- Submit an application online at www.irs.gov.
- The online application requires the applicant to designate which type of entity best describes them from a list of organization types. Al-Anon and Alateen groups would fall in

the “Community or Volunteer Group” designation. The group can then proceed to respond to the questions on Page 16 and or 17.

OR

- Submit a printed form SS-4 via fax or postal mail.

Print the SS-4 form from the www.irs.gov website. Since the EIN is to be used solely for banking purposes, only lines 1-5b, 7a-b (if applicable), 8a, 8b-c (if applicable, 9a, 9b (if applicable), 10 and 18 need to be filled in.

On line 9a, write “Mutual support group meeting weekly”.

On line 10, check “For banking purposed only”.

3. Without a bank account, how do we handle our group funds?

Some groups have altered their schedule of payments to allow for more frequent contributions (sometimes of lesser amounts) to avoid accumulating large sums of cash; e.g. pay rent monthly instead of quarterly. Groups have also shared that purchasing money orders is inexpensive and convenient. Some groups use cash to purchase literature from their local Literature Distribution Center while others use a pre-paid debit card to order CAL online.

Note:

It is not recommended that group funds be deposited into a member’s personal checking account for the following reasons:

- Funds deposited in a personal checking account legally belong to the member, not the group. The member will be taxed on the income, if any.
- If the member becomes incapacitated or ill, the group could not access the account. In the event of the member’s death, the account becomes part of the member’s estate and the group would lose the funds.

Complied and distributed by Al-Anon Family Group Headquarters Inc., June 2012.

Retyped with minor formatting changes by Audit-Budget Committee, Oregon Area, July 2014

Updated December 2021 by Oregon Area Handbook Committee

This may be photocopied or distributed electronically.

(A) PROCESS WHEN ADDRESS SAME FOR GROUP AND RESPONSIBLE PERSON APPLYING FOR EIN

- * Before you begin the process, gather the following information: Name of Responsible Person applying, social security number, phone number and physical address; Group Name and Group address if different from Responsible Party.
- * Most local banks (call first) will accept this Federal ID, along with minutes from your meeting indicating what your meeting is and persons identified to sign checks. This should alleviate the problem of having to have personal social security on file or going through process of tax exempt 501-C, which large corporate banks may require.

STEP

Directions for Each Step of the Process

- 1 OPEN BROWSER AND TYPE IN WWW.IRS.GOV
- 2 Under Hot Topics --- Click on --- APPLY FOR AN EMPLOYER ID NUMBER [READ PAGE FOR INFO]
- 3 Scroll down and near bottom --- Click on --- APPLY ONLINE NOW
- 4 Click on --- "BEGIN APPLICATION"
- 5 Select "View Additional Types, Including Tax-Exempt and Governmental Organizations" --- Click on --- CONTINUE
- 6 Additional Types: Select "COMMUNITY OR VOLUNTEER GROUP" --- Click on --- CONTINUE
- 7 Please Confirm your selection by Clicking on --- CONTINUE
- 8 Complete the form for the "Responsible Party" -- [a Social Security Number is required here, but this number does not show up on later printouts] --- On this page, also select under Choose One: the first selection --- Click On --- CONTINUE
- 9 Fill in where Responsible Party is located (Not the meeting location and not a PO Box) ---- [if the group address is the same as the responsible party, keep the default selection of no] --- Click on --- CONTINUE [Go to B Process Page if PO Box]
- 10 If you're asked to verify your physical Location, choose the appropriate answer [usually the database version] --- click on --- Accept as Entered OR Accept Database Version
- 11 Tell us about the Community or Volunteer Group. Fill in the official Group Name [used on your literature from WSO]; County and State info should be filled in. Type in month and year group started. Click on --- CONTINUE
- 12 Tell us more about the Community or Volunteer Group - select all no's on this page --- Click on --- CONTINUE
- 13 What does your business or organization do? Select other at bottom of page --- Click on --- CONTINUE
- 14 You have chosen "OTHER" on previous page, Select "Other" again and fill in the box "TWELVE STEP RECOVERY GROUP" (DO NOT USE NUMBERS, SPELL OUT) and click on --- CONTINUE
- 15 How would like to receive your EIN Confirmation Letter? Make your selection -- (If you select "Receive Letter Online", you have your number immediately). --- Click on --- CONTINUE
- 16 Review the summary information (Print this page for your records) Click on --- SUBMIT. If anything is wrong when you review, you will need to start over. The site does not allow you to go backwards.
- 17 Wait for response which may take a few minutes. Your EIN is assigned. Print this page out for your records. Click on --- CONTINUE
- 18 Additional Information is provided about using your EIN.
- 19 Session Ends [If the internet application doesn't work or you get timed out, just start over again. As long as you have not submitted the information, you are fine. Or you can call (800) 829-4933 and they will give you your EIN # and mail the details.

(B) PROCESS WHEN ADDRESS NOT THE SAME FOR GROUP AND RESPONSIBLE PERSON APPLYING FOR EIN

- * Before you begin the process, gather the following information: Name of Responsible Person applying, social security number, phone number and physical address; Group Name and Group address if different from Responsible Party.
- * Most local banks (call first) will accept this Federal ID, along with minutes from your meeting indicating what your meeting is and persons identified to sign checks. This should alleviate the problem of having to have personal social security on file or going through process of tax exempt 501-C, which large corporate banks may require.

Step

Directions for Each Step of the Process

- 1 OPEN BROWSER AND TYPE IN WWW.IRS.GOV
- 2 Under Hot Topics --- Click on --- APPLY FOR AN EMPLOYER ID NUMBER [READ PAGE FOR INFO]
- 3 Scroll Down and near bottom --- Click on --- "APPLY ONLINE NOW"
- 4 Click on --- "BEGIN APPLICATION"
- 5 Select "View Additional Types, Including Tax-Exempt and Governmental Organizations" --- Click on --- CONTINUE
- 6 Additional Types: Select "COMMUNITY OR VOLUNTEER GROUP" --- Click on --- CONTINUE
- 7 Please Confirm your selection by Clicking on --- CONTINUE
- 8 Complete the form for the "Responsible Party" -- [a Social Security Number is required here, but this number does not show up on later printouts] --- On this page, also select under Choose One: the first selection --- Click On --- CONTINUE
- 9 Fill in where Responsible Party is located (Not the meeting location) ---- [if the group has a mailing address, select the yes option] --- Click on --- CONTINUE
- 10 If you're asked to verify your physical Location, choose the appropriate answer [usually the database version] --- click on --- Accept as Entered OR Accept Database Version
- 11 Fill in the Mailing Address of the Responsible Party - This is the Group Mailing Address --- Click on --- CONTINUE
- 12 Tell us about the Community or Volunteer Group. Fill in the official Group Name [used on your literature from WSO]; County and State info may already be filled in. Type in month and year group started. Click on --- CONTINUE
- 13 Tell us more about the Community or Volunteer Group - select all no's on this page --- Click on --- CONTINUE
- 14 What does your business or organization do? Select other at bottom of page --- Click on --- CONTINUE
- 15 You have chosen "OTHER" on previous page, Select "Other" again and fill in the box "TWELVE STEP RECOVERY GROUP" (DO NOT USE NUMBERS, SPELL OUT) and click on --- CONTINUE
- 16 How would like to receive your EIN Confirmation Letter? Make your selection -- (If you select "Receive Letter Online", you have your number immediately). - Click On --- CONTINUE
- 17 Review the summary information (Print this page for your records) Click on --- SUBMIT
- 18 Wait for response which may take a few minutes. Your EIN is assigned. Print this page out for your records. Click on --- CONTINUE
- 19 Additional Information is provided about using your EIN.
- 20 Session Ends [If the internet application doesn't work or you get timed out, just start over again. As long as you have not submitted the information, you are fine. Or you can call (800) 829-4933 and they will give you your EIN # and mail the details.

**SAMPLE MINUTES OF GROUP BUSINESS MEETING
When Opening a New Bank Account or Changing Signatures***

**[GROUP NAME]
[Address]**

Held on [Date] at [Location of meeting including city and state]

It was resolved that the following persons were elected to serve as officers of [Group Name] until further notice:

[Name of each officer]

They are authorized to:

1. Open any checking accounts in the name of the group.
2. Endorse checks and orders for payments of money or otherwise withdraw or transfer funds on deposit.
3. Deposit checks and cash into account.

This resolution supersedes previous resolutions on this subject.

There being no further business, the meeting was adjourned.

Dated: _____

Signature: _____ (Name and position)

Signature: _____ (Name and position)

*When changing signatures, your bank may require the account number to be included in this letter.

This form can also be found on the Oregon Area website.

MILEAGE TABLE
Selected Cities in Oregon
 Prepared by the Oregon Department of Transportation
 Transportation Development Division
 Road Inventory and Classification Services
2022-2024

MILEAGE TABLE	Albany	Ashland	Astoria	Baker City	Bend	Burns	Coos Bay	Convallis	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	218	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	484	340	429	178	109	317	320	494	363	426	234	391	847
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	31
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
Hepburn	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	136	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	263	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	102	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	27															

AREA TRAVEL FUND [ATF] and Assembly Allowance Form

To request reimbursement for Area Travel Fund and/or Assembly Allowance, fill out this form obtained from the Area Treasurer. Figure out the mileage using the Oregon Travel Table and attach receipts for Assembly Allowance (attach an explanation if no receipt is available; this includes motel receipts, meals, etc.).

Member's Name: _____ Office: _____

Mailing Address: _____ City: _____ Zip: _____

If GR or DR: Group Name: _____ City: _____ GR or Alt: _____ Dist: _____

* * * * *

△ Mileage Reimbursement: Group Reps. (GRs) and District Reps. (DRs) should ask their groups to pay for their travel expenses to assemblies. If the group cannot afford to fully support the GR or DR, the GR or DR may request mileage reimbursement from the Area Travel Fund. Anyone who does not attend the entire assembly is not eligible for reimbursement. [Note: one Reimbursement per car.]

Figuring the Mileage Reimbursement:

No of people in my car: _____ Names/positions: _____

Miles from chart (One Way) _____ times 2 = _____ (Total Miles) times _____ cents = \$ _____

If traveling alone, move this amount to A. You are done.

If not alone, divide total miles _____ by # _____ in car which = _____; then multiply this figure by # _____ of AWSC in Car which = _____. Now multiply this by _____ cents and place in A.

A. TOTAL MAXIMUM MILEAGE REIMBURSEMENT [ATF]: \$ _____

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

B. TOTAL ASSEMBLY ALLOWANCE REIMBURSEMENT: \$ _____*

*To claim Assembly Allowance, please fill in form on back with your expenses and attach receipts. Thank you.

GRAND TOTAL OF A and/or B: \$ _____

Signature: _____ Date: _____

Paid with check no.: _____ Date paid: _____

**Breakdown of Assembly/AWSC Allowance
Lodging/Meal Expenses
[TAKE TOTAL TO "B" ON FRONT]**

Lodging: _____ Dates: _____ Amount: \$ _____

No. of People in your Room: _____ Names/Positions: _____

Amount requested for Reim. of Lodging (Total ÷ by no. in room) Amount: \$ _____

Friday Meals: Breakfast: _____ Lunch: _____ Dinner: _____ Amount: \$ _____

Saturday Meals: Breakfast: _____ Lunch: _____ Dinner: _____ Amount: \$ _____

Sunday Meals: Breakfast: _____ Lunch: _____ Dinner: _____ Amount: \$ _____

Total Lodging/Meal Expense Amount: \$ _____

Important: Please attach your hotel and meal receipts to this reimbursement form.

Sample Financial Report

<u>Income Statement</u>		
Seed Money	\$	-
Income from Contributions	\$	-
Sales	\$	-
Registrations	\$	-
Other	\$	-
Raffles	\$	-
Fund Raiser by Host	\$	-
Total Gross Income	\$	-
<u>Operating Expenses</u>		
Travel and Lodging for Speakers	\$	-
Facility Costs	\$	-
Meals for Event	\$	-
Postage	\$	-
Photocopying	\$	-
Office Supplies	\$	-
P O Box	\$	-
Promotional Items	\$	-
Return Funds	\$	-
Rent of Facility for Fundraiser	\$	-
Supplies	\$	-
Reimbursement for Raffle Goods	\$	-
	\$	-
Total Operating Exp.	\$	-
<u>Net Income / Loss</u>	\$	-
Add or subtract any items that may or may not apply to your event.		
This Spreadsheet is available in Excel format on the Oregon Area website		

Sample Spreadsheet by Month

Actuals	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Totals
Income Statement														
Seed Money														-
Income from Contributions**														-
Sales														-
Registrations														-
Other														-
Raffles														-
Fund Raiser by Host														-
Total Gross Income	\$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	\$0.00
Operating Expenses														
Travel and Lodging for Speakers														-
Facility Costs														-
Meals for Event														-
Postage														-
Photocopying														-
Office Supplies														-
POBox														-
Promotional Items														-
Return Funds														-
Rent of Facility for Fundraiser														-
Supplies														-
Reimbursement for Raffle Goods														-
Total Operating Exp.	\$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	\$0.00
Net Income / Loss	\$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	\$0.00
** Detail of this line should be on a separate spreadsheet and sent to Oregon Area Treasurer at conclusion of event. This document available on the Oregon Area website on the Service Page.														

**Expense Reimbursement Form
Oregon Area Officers and Coordinators**

Pay to: _____
Name [if different from above]: _____
Position with Area: _____
Mailing Address: _____
City, State, Zip: _____

Please reimburse the following expenses:
List the item purchased or store bought from, the amount paid, the budget category & an explanation if needed.
Please attach your receipts.

- 1. _____ \$ _____
Budget Category: _____
Explanation: _____

- 2. _____ \$ _____
Budget Category: _____
Explanation: _____

Total \$ _____

Signature: _____
Date: _____

Paid with check no.: _____
Date paid: _____
[Completed by Treasurer of Oregon Area]

**Expense Reimbursement Form
Oregon Area Officers and Coordinators**

Pay to: _____
Name [if different from above]: _____
Position with Area: _____
Mailing Address: _____
City, State, Zip: _____

Please reimburse the following expenses:
List the item purchased or store bought from, the amount paid, the budget category & an explanation if needed.
Please attach your receipts.

- 1. _____ \$ _____
Budget Category: _____
Explanation: _____

- 2. _____ \$ _____
Budget Category: _____
Explanation: _____

Total \$ _____

Signature: _____
Date: _____

Paid with check no.: _____
Date paid: _____
[Completed by Treasurer of Oregon Area]