

# District Eighteen

# Financial Policy

Proposed Revisions August, 2016

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# District Eighteen Financial Policy

District 18 of the Southern Minnesota Area of Alcoholics Anonymous has a primary purpose —*to carry A.A.'s message of recovery to the still suffering alcoholic.*

In order to meet this primary purpose, the following are of paramount importance:

- A. To preserve the service structure of District 18 of Alcoholics Anonymous so we can be assured this program will be available to those that follow.
- B. To provide a means of communication within the Fellowship so all A.A. members can be aware of current events and concerns throughout the Fellowship.

To accomplish the above objective, we must have district officers and standing committee chairpersons, as outlined in the *A.A. Service Manual*. It necessarily follows there must be meetings of the District Committee. Money must be provided for reimbursement of our trusted servants for the expenses incurred in carrying out the needed services. These expenses consist of (but are not limited to) travel expenses, materials and supplies, and meeting places necessary to carry out these services.

The District Officers are the custodians of the fund provided and must show extreme diligence and prudence in spending these funds. They must be able to assure the membership maximum return is being obtained for the monies expended. The district funds are to be used judiciously and wisely—for the benefit of the general membership.

The purpose of this document is to bring together, under one cover, all financial policies of District 18 of the Southern Minnesota Area of Alcoholics Anonymous. It is meant to be general in nature; the guiding principles are to be found in the *A.A. Service Manual combined with the Twelve Concepts for World Service and The Twelve Steps and Twelve Traditions*.

## SECTION I

### *Checks and Balances*

No member of District 18 is to make financial decisions in a vacuum. All changes or decisions regarding budgets, changes in banking, etc. must be approved by the district. *The Treasurer is not to make changes or decisions without consulting the District Officers and Finance Chair first. The District Officers or Finance Chair are not to make decisions without agreement from the Treasurer, who is expected to be most accurately aware of the District's financial situation and status.*

## SECTION II

### *Communication*

#### **Reports to the District—Accountability** *(see Appendix for examples)*

In order to remain accountable to the groups who contribute to the District, the District Treasurer shall give a detailed report each month to the District and General Service Representatives (G.S.R.). This report shall ~~account for~~ include the following:

- 1) A cover sheet with a summary of the
  - a. Budget currently being used
  - b. Status of the Prudent reserve (both cap amount and current balance)
  - c. Status of the Operating Fund (both cap and current balances)
  - d. Any comments or explanations that will help the G.S.R.'s in understanding the financial situation of District 18
- 2) Beginning balances as of the last district meeting and report
- 3) Expenses, including: reimbursements for G.S.R.'s (where applicable), District Officers, and Committee Chairs ~~and~~ as well as expenditures for the District such as food, rent, copies, etc.
- 4) Contributions, including a detailed account with the group's name and amount (printed only for the District Meeting, if published elsewhere only the names of the group without dollar amount)
- 5) Reconciliation with the bank statement, including outstanding checks, discrepancies, and balance, etc.
- 6) Reconciliation (status) with the Annual and Quarterly Budgets, including how much of each committee budget has been used to date; whether the District is on track with contributions and expenses, etc.

## SECTION III

### *Confirmation of contribution and "Thank You" letter to groups*

The District Treasurer should always send confirmation of the receipt of their contribution to each A.A. group. This should take the form of a written letter. This is important for each group's tracking

purposes, helping Group Treasurers keep their records and provide accountability to their members.

## **SECTION IV**

### ***Guiding Principles***

The Treasurer's job is to handle the District's resources with careful thought, prudence, accountability, and great attention to detail—these are the spiritually based practices regarding the District's money.

Should a questionable situation arise, such as: old checks found, discrepancies in statements versus the check register, or request for budgeted funds prior to expenditure and submission of receipts, then the Treasurer is to follow the Checks and Balances procedures noted **above previously**.

## **SECTION V**

### ***Due Diligence***

The Treasurer of District 18 will perform all administrative, reporting, accounting, and financial duties listed in this document as due diligence in their role as a trusted servant in Alcoholics Anonymous. All G.S.R.s, Committee Chairs, Officers, and anyone conducting business on behalf of District 18 will comply with the requirements for documentation and due diligence accordingly.

## **SECTION VI**

### ***Operating Fund***

- 1) The district checking account will serve as the Operating Fund for payment of all district expenses, deposit of contributions and transfers from the Prudent Reserve as detailed in Section VII.
- 2) The Operating Fund shall be set at 25% of the current years' operating budget. This shall be its limit. (see item 3 under Treasurers Duties)

## **SECTION VII**

### ***Prudent Reserve Fund***

- 1) The Prudent Reserve Fund shall be determined by calculating 35% of the current year's budget. This shall be its limit.
- 2) The Prudent Reserve Fund shall be in an interest bearing account that allows for easy movement of funds, if needed, with the same signature as the checking account.
- 3) Direct withdrawals shall not be made. Monies, when needed, shall be transferred from this account to the checking account in order to make payments.

- 4) In the event funds are removed from the Prudent Reserve Fund for use, the Treasurer and Finance Chair shall provide a reasonable plan for replenishing funds removed—*prior to removing the funds*.
  - a) This plan should be distributed to the GSRs by the District Secretary as soon as it is developed
- 5) Monies shall be withdrawn in increments of \$100 to ensure payment of currently due bills.
- 6) After the District has gone 1 month without drawing on the Reserve Fund, the money shall be repaid at the rate of \$100 per month—unless this will result in a shortfall for the checking account.

## SECTION VIII

### *Banking Procedures*

- 1) D.C.M. establishes tax-id number for District 18.
- 2) D.C.M. opens checking account for the Operating Fund in District 18's name, under the District 18 tax-id number.
- 3) D.C.M. opens interest-bearing account for Prudent Reserve Fund.
- 4) ~~Open checking accounts~~ The checking accounts should be opened at a bank with enough branches throughout the district, so as treasurers rotate the next treasurer has reasonable access to a branch.
- 5) Designate three (3) District Officers with signature authority on the checking account: Treasurer, D.C.M., ~~Secretary, Alt. D.C.M.~~
- 6) Have checking/deposit slips printed with "two signatures required" (or banks verbiage) ~~down~~ by adjacent to the signature block.
- 7) Have account flagged so that two signatures are required to cash checks, make withdrawals, or receive cash back from deposits.
- 8) ~~No cash/debit cards and/or check cashing privileges are to be associated with this checking account.~~ A debit card may be utilized by the District under the following process:
  - a) The debit card is to be managed by the Treasurer
  - b) The DCM, Treasurer, and Alt. DCM are to have access to the online banking account(s) as a 'checks & balance' measure.
  - c) In the event that the Treasurer does not provide the district with a Treasurer's Report in any month – one of the following are required to review the online account: DCM, Alt DCM, Treasurer
  - d) The debit card is to be used for the purchase of subscriptions or services that require a credit card be used for regularly occurring billings, and monthly deposits
- 9) ~~Consider using carbon less check register.~~

## SECTION IX

### *Processes*

- 1) Treasurer retrieves mail from PO box ~~weekly~~ in a timely manner.
- 2) The DCM, ~~Secretary~~, Treasurer, and Alt DCM are to have access to online banking account(s) as a checks & balance measure.

- 3) Treasurer prepares checks for disbursement and D.C.M. (or other officer) signature weekly. Checks should be signed by Treasurer and D.C.M. whenever possible, other officers are authorized to sign only when other signatures are not available.
- 4) Treasurer deposits contributions in a timely manner, in person at the bank or this may also be accomplished through the use of an ATM and the debit card.
- 5) Treasurer acknowledges contribution by mailing thank you letter specifying the dollar amount of contribution, weekly.
- ~~6) Treasurer reconciles checking account against the monthly bank statement within one week of receipt of monthly bank statement.~~
- ~~7) Treasurer provides reconciliation statements to District Officers within one week of reconciliation, or at officers meeting.~~
- 8) Treasurer prepares and distributes written report indicating monthly contributions and expenses at monthly District Meeting.
- 9) Treasurer makes available check registers and reconciliation statements at monthly District Meetings and at Officer Meetings.
- 10) Signing of blank checks is prohibited.

## SECTION X

### *Treasurer's Duties*

- 1) All expenses shall be paid by a check with signatures from two (2) of the following officers: Treasurer, ~~Secretary~~, D.C.M., ~~Alt D.C.M.~~. No officer should ever sign a blank check.
  - a) The Treasurer should review with a 'signing' officer any expenditure to be made with the debit card prior to the card being used.
  - b) Debit card expenditures should be reviewed at each monthly officers meeting.
- 2) In the case of insufficient operating funds to pay any debts incurred by the District, the Treasurer shall immediately inform the D.C.M. and the Finance Committee Chair. The D.C.M. shall be the final arbiter in prioritizing outstanding bills according to the following priority list:
  - a) Vendor accounts/Signed contracts
  - b) District operating expenses
  - c) D.C.M. expenses
  - d) Officer expenses
  - e) Standing Committee Chair expenses
  - f) Standing Committee project expense
- 3) In any instance that the district operating fund (funds above and beyond the Prudent Reserve Fund) reaches an accumulated 25% of the current year's budget, the Treasurer shall notify the D.C.M. immediately and there will be a discussion and decision made at the following District Meeting as to how to distribute the money (e.g. funding disbursement in particular committees, workshops, etc.)
- ~~4) In the event that the operating fund exceeds 25% of the districts yearly budget for 2 consecutive months the following hierarchy of distribution shall be voted and implemented on the following months (third consecutive months) meeting until all excess funds are exhausted.~~
  - ~~a) First; a plan for immediate workshops to be conducted by the district.~~
  - ~~b) Second; the immediate Purchase of AA literature to be distributed as the District sees fit.~~
  - ~~c) Third; the immediate support of Grapevine/La Vina as the District sees fit.~~

- d) Fourth; an immediate contribution of excess funds to entities as the district sees fit.**
- 5) The Treasurer will supply at every District Meeting a Treasurer's Report (see Appendix) that traces back to the bank statement which will also be supplied. On the report the Treasurer will list each expenditure and each deposit. The report must show as much transparency as possible.
    - a) The Contribution Report shall list groups and contributions, but shall only be distributed at the District Meeting. The Contribution List in the Newsletter shall only list groups that contribute—not the amount.
  - 6) The district accounts should be reconciled to the bank statement in a timely manner. Accurate reports will be provided monthly and any discrepancies will be revealed immediately to the D.C.M. and district officers, and also at the following district meeting.
  - 7) The Treasurer will keep reconciliation spreadsheets and a hard copy of the Treasurer's Reports available for inspection and for disclosure at all times. The spreadsheets and hard copy of the Treasurer's Reports will be stored in a format that allows access and replication by others with minimal to no training necessary.
  - 8) All request for reimbursements, and any related receipts, must be submitted to the Treasurer, with the form the Treasurer provides, in a timely manner—preferably within one month of incurring the expense. No reimbursements are allowed without a reimbursement form. These forms will be filed and available for disclosure. The form will be available for download from the District site.
  - 9) Reimbursements will be handled by the Treasurer in a timely manner. All reimbursements should be paid at the next District Meeting after submission of the proper forms. In the event that the Treasurer is unable to dispense funds within this timeframe, the Treasurer will consult the D.C.M. and the Finance Chair immediately and inform the awaiting party, and reimbursement will be made as soon as funds become available.
  - 10) The District will accept contributions using the same guidelines as the General Service Office of Alcoholics Anonymous; individuals may contribute no more than the maximum allowed by the General Service Conference. Contributions made by anonymous members will be recorded as such; however, the Treasurer will keep a card file on each contributor to ensure that **any any** individual does not exceed the limitation.
  - 11) The transition at time of rotation will be carried out in the following manner:
    - a) The reporting template (see point 6 above) for all district financial reports shall be in an electronic and hard copy form and be passed on to the new Treasurer.
      - i) Monthly Transaction Report – page 15
      - ii) Monthly Summary – page 16
      - iii) Quarterly Report – page 17
      - iv) Annual Report (distributed electronically) – page 18
    - b) At the time of transition, any bank records older than seven 7 years shall be disposed of in a secure manner; all other documents shall be given to area archives.**
    - c) All records of the past two (2) years transactions (and any records that predate that) shall be transferred to the incoming Treasurer.
    - d) The outgoing Treasurer will be responsible for coordinating a meeting with the new officers (those responsible for signing checks) and the bank to sign authorization forms for all accounts.
    - e) The account authorization transition must be accomplished by January 1 following the election of officers.



- f) The outgoing Treasurer will turn over to the new Treasurer any keys, pass codes, passwords, user names or any other materials that are required to access accounts, mailboxes or other receiving/storage locations. The incoming Treasurer will change the pass codes and passwords.
- g) The outgoing Treasurer should be available to consult with the incoming Treasurer regarding the Districts financial operations **as needed**.

## SECTION XI

### *Finance Chairperson Duties*

- 1) The Finance Chairperson is appointed by the D.C.M., and should be someone with financial abilities.
- 2) Finance Chairperson works with the D.C.M. on the District Budget
- 3) Finance Chairperson encourages the District and Groups to practice the Principle of Self Support as described in the Seventh (7<sup>th</sup>) Tradition.
- 4) Oversees and reviews Treasurer's Reports, including double-checking the Treasurer's reconciliation of the bank statement.
- 5) Finance Chairperson serves as a resource and provides help, as necessary, to the Treasurer.
- 6) Finance Chairperson serves as the Alternate Treasurer, but the Finance Chairperson would need to be voted in should the Treasurer step down or be removed.
- 7) The Finance Chairperson shall NOT be a signer on the district bank accounts.
- 8) The Finance Chairperson shall encourage the District Committee Chairs to work with Finance Committee members in the development of a budget for their committee.
  - a) ~~This process shall include a spreadsheet of the past 3-5 years expenditures that can be used as a guide to determine the ebb and flow of past expenditures~~
  - b) ~~The spreadsheet will be created by the Finance Committee through the use of past revenue and expense reports provided by the Treasurer~~
- 9) **Maintain list of historical committee and officer expenses to aid in future budget planning**

## SECTION XII

### *Budget Process*

- 1) District 18 will, as much as reasonably possible, conduct its business through the use of budgets. The primary vehicle of the budgeting process will be the annual budget presented to and approved by the District Committee. Additions to an already approved budget can be made at the monthly District Meeting by a 2/3 vote.
- 2) This budget shall contain the monthly expenditures and revenues.
- 3) This budget will be adjusted as needed to respond to unused budgeted amounts and newly developed needs by committees or the District
  - a) The Treasurer should include in the monthly Financial Report any unused budgeted funds that are available for redistribution.

- ~~i) Committees can then request assignment of those unused funds for new projects~~
- ~~ii) Reassignment of unused funds requires the approval of the GSRs~~
- 4) The D.C.M., with the assistance of the Finance Chair, will have the primary responsibility for preparation of the annual budget. The D.C.M. shall call upon each Standing Committee Chair and Officer to prepare an itemized budget for each standing committee, officer or district project.
- ~~5) The Treasurer is to provide a template for budget worksheets (including itemized expenditures from the previous year by committee) to all officers and committee chairs at the August District Meeting. They will need to be returned in completed form at the September District Meeting and will be presented to the District as a proposed budget at the October District Meeting.~~
- ~~6) These itemized budgets should be realistic listings of expenses that the committee or officer expects to incur in the process of fulfilling their duties. They can be itemized by project, process or type of expense, as long as the itemization will facilitate subsequent charging of the expense to the budget.~~
- 7) The individual committee, project and officer budgets will be collected by the D.C.M. and combined into an overall District Budget. It will be determined at this time what adjustments will be necessary in order to make the District Budget balanced when compared to the expected level of contribution.
- 8) After the D.C.M. has made all the adjustments ~~to~~ and created the overall budget, the budget should be presented to the G.S.R.s at the October District Meeting in order for them to take the budget back to their groups so that the individual groups may review the budget and voice their group conscience. The budget will be presented for approval at the December District Meeting.
- 9) The overall District Budget will then be brought before the District at the December District Meeting for its approval. Once approved, expenditures made for clearly identified projects included in the budget will not need subsequent approval by the District.
- 10) Should the budget not be approved in December, the District will continue to operate under its previous year's budget after January first, until such time as a budget is approved.
- 11) Travel amounts to be budgeted shall be based on the D.C.M., Alternate D.C.M., District Officers and District Standing Committee Chairs attending the following:
  - a) Area Assemblies (3 per year)
  - b) Area Committee Meetings (4 per year)
  - c) Trusted Servant Leadership Training (or an equivalent)
  - d) The Area Inventory (alternate years)
  - e) Delegates Workshop (annually)

- f) Recovery, Unity and Service Conference (annually)
  - i) The District will need to decide on an annual basis whether to reimburse Standing Committee Chairs for this event
- g) West Central Regional Forum (odd years) [This is only for the DCM and their Alternate]
- h) West Central Regional Conference (annually) [This is only for the DCM and their Alternate]
- i) Any other travel by either Standing Committee Chairs or Officers shall be included as a line item **in their respective budget.**

12) In budgeting, for communication within the Fellowship, as much consideration as possible shall be given to using existing district service communication vehicles (e.g. District Newsletter, Treasurer Reports, GSR Communications, Website).

## SECTION XIII

### *Expenditure Approval*

Prudence is of the utmost importance in spending District 18 funds. As we are custodians of the A.A. Groups' contributions, due diligence will be exercised to see that the allocation and disbursement of funds is in keeping with sound spiritual principles. Therefore, the following guidelines have been set forth for the approval of expenses:

- 1) Expenditures that are outside of a committee's budget, but below \$100, must be submitted to, and carefully considered by, the District Committee Member (D.C.M.) and the Treasurer. They may authorize the expenditure if they believe it to be a prudent expenditure of funds. If the requested amount warrants review by the District, the D.C.M. will consult with other Officers as well as the Committee Chairs and may place it on the next district meeting agenda for consideration and discussion.
- 2) When a Committee Chair or District Officer requests approval for an expense that is in excess of \$100, which has not been previously approved by the District as a budget item, the proposed expense must be presented to the District and approved by **a majority two-thirds** vote before it may be incurred.
- 3) **When a Committee Chair or District Officer requests approval for an expense that is in excess of \$200, which has not been previously approved by the District as a budget item, the proposed expense must be presented at the entire district meeting and approved by 2/3 majority vote before it may be incurred.**
- 4) **If a project has been proposed to the District, the project costs will be considered pending and be applied to the operating fund. This will directly affect Section X, item 3.**
- 5) **If approval has not been granted in two consecutive months, the project will be tabled and no longer be considered pending.**

## **SECTION XIV**

### ***Limits on Spending***

No Officer or Committee Chair may embark on a District 18 approved budget item costing more than \$100 without first consulting the Treasurer to see whether funds are available. In case of conflicting request for money, the approval of the D.C.M. must be obtained. The Treasurer is to make note of the proposed expenditure in order to be able to track the financial condition of the District more accurately.

## **SECTION XV**

### ***Disbursements***

Disbursements of funds for reimbursement of expenses incurred shall be handled in a timely manner. Whenever possible, the Treasurer will distribute reimbursements at the next District Meeting following the receipt of the reimbursement request. In the event that District funds do not permit reimbursement within this timeframe, the Treasurer will notify the person making the request promptly. The Treasurer will then disburse funds when they become available using the priority list in Section X- Item 2.

An “in kind” contribution is defined as a contribution of equipment, supplies, mileage, use of space, or other reimbursable expense for which no reimbursement is expected or requested. There shall be a record of contributions for which the person does not wish to receive reimbursement. Individuals who have reimbursement expenses, but do not wish reimbursement, will receive an acknowledgement of their “in kind” contribution equal to the amount shown on the submitted documentation.

## **SECTION XVI**

### ***Types of Disbursements***

The District will disburse funds for approved expenditures using the following methods:

#### ***Reimbursement for Expense***

- 1) Members of the District incurring expenses in the course of District 18 business are entitled to be reimbursed. Generally, expenses incurred will be in furtherance of a project or committee expenditure already approved within the District 18 Annual Budget. When completing an Expense Reimbursement Form (See Appendix), it should be indicated on the form what project or committee the expense should be charged against. This will ensure that the expense gets charged to the proper committee or project.

- 2) Requests for reimbursement, regardless of amount, shall be submitted using an Expense Reimbursement Form (provided by the Treasurer). The receipts for which the reimbursement is being requested must accompany the Expense Reimbursement Form.
- 3) Reimbursement requests without receipt must be approved by two (2) of the four (4) persons authorized to sign checks.
- 4) In addition to the receipts, the Expense Reimbursement Form shall also include the recipients' name and the committee name for which the expense is incurred. It is recommended that reimbursement forms be submitted to the Treasurer on a monthly basis to ensure that the necessary funds are available.
- 5) Requests for reimbursement should not exceed \$200. Expenses in excess of \$200 should be paid directly to a vendor whenever possible. D.C.M. and Alternate D.C.M. travel expenses to the West Central Regional Forum and West Central Regional Service Conference (WCRAASC) will be an exception to this \$200 limitation.
- 6) In a case where there are regularly occurring expenditures, even if exceeding \$100 (where normally the Treasurer must be consulted to see if there are funds available), the Treasurer can be provided with a schedule of anticipated costs and approximate dates when disbursement will be needed, rather than contacting the Treasurer on each occasion—provided they are in the Annual Budget and that the funds are available for disbursement. (If monies are not available after a schedule has been accepted, see #2 under Treasurer Duties.

### ***Expenses paid directly to vendors***

Contracting with outside vendors brings the name of Alcoholics Anonymous into the public view, thus it is vital to obtain prior expenditure approval when dealing with vendors outside the Fellowship. An estimate or invoice from a vendor is required for expenditures exceeding \$200, regardless of budget approval. D.C.M. and Alternate D.C.M. travel expense to the West Central Regional Forums and Conferences (WCRAASC) will again be an exception to this.

### ***Advances for approved expenditures***

Reimbursement for expenses by submitting the Reimbursement Form, and direct payment to vendors are the preferred methods for disbursing funds for District expenses. There may be circumstances, however, in which an Officer, Committee Chair or other member of the district may require an advance to pay for District expenses that are to be incurred. In such cases, approval of the Treasurer and D.C.M. are required. If the advance requested is in excess of \$200, approval of the District is required. To obtain an advance, the requesting individual shall use the Expense Advance Request Form (see attachment B). Also on the form, the individual must indicate the project or committee for which the expenses will be incurred and the date the expenses are to be incurred.

When incurring the expenses for which the advance was obtained, the individual must save all receipts and turn them in to the Treasurer with an Expenses Reimbursement Form. Any difference between the amount of the advance and the amount of the expenditures would then be reimbursed

to, or collected from, the individual receiving the advance. If an advance has been made, and the expense Reimbursement Form, along with receipts, has not been turned in by the individual in a timely manner (preferably within one month of the expense), the Treasurer should follow up with the individual.

## **SECTION XVII**

### ***Reimbursements***

- 1) For items greater than \$10, receipts shall be presented with the Reimbursement Form in order to be reimbursed
- 2) Mileage shall be reimbursed at the midpoint between the prevailing charitable rate and prevailing business rate, and as rates change. This will be adjusted by the Treasurer.
- 3) When car-pooling, only the driver will be reimbursed for mileage.
- 4) Meals will not be a reimbursable item.
- 5) Hotel room reimbursement for the D.C.M. and Alternate D.C.M. shall be for two (2) nights at the Area Recovery, Unity and Service Conference, West Central Regional Forum, and West Central Regional Service Conference (WCRAASC). Every attempt will be made by the Officers to find prudently reasonable accommodations, bearing in mind that participation in the events is critical.
- 6) Hotel room reimbursement shall be based on single-room occupancy rates; unless the room is shared by other trusted servants, in which case reimbursement shall be paid on a prorated basis. It is strongly encouraged that rooms be shared whenever possible.
- 7) Travel in excess of budgeted event mileage shall be reimbursed on an as needed basis determined by the District Officers and when funds are available—with the D.C.M. receiving first priority for the West Central Regional Service Conference (WCRAASC) when the meeting is held in distant locations.
- 8) In the event that neither the D.C.M. nor Alternate D.C.M. can attend the West Central regional Service Conference (WCRAASC) and the West Central Regional Forum, another elected officer can be appointed by the D.C.M. to carry the voice of District 18.

# APPENDIX

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# MONTHLY TRANSACTION REPORT

## Transaction Register - Jan 2013

1/1/2013 through 1/31/2013

7/30/2013

Page 1

Date	Account	Num	Description	Memo	Category	Amount
<b>BALANCE 12/31/2012</b>						<b>0.00</b>
1/1/2013	Checking		Opening Balance		[Checking]	583.41
1/10/2013	Checking	S	Deposit	Gratitude Group	Group Contributions	20.00
				Lambs & Lions AA	Group Contributions	30.00
				Prospect Park AA	Group Contributions	21.50
				Sahara Club Tuesday 8pm Men's	Group Contributions	15.00
				SW Women's AA	Group Contributions	30.00
				Sahara Saturday 7:15 Men's Group	Group Contributions	5.75
				GSN #107831	Group Contributions	20.00
				Sahara Club Ladies Night Happy Hour	Group Contributions	9.49
				Dunn Sober	Group Contributions	288.71
				Victory AA	Group Contributions	11.00
				Tuesday Night Grace AA	Group Contributions	13.81
1/10/2013	Checking	3370	TJ W.	RUSC Conf, Meals approved by vote	Travel:Committee Travel	-273.90
1/10/2013	Checking	3371	Sarah S	RUSC Conf, Meals approved by vote	Travel:Committee Travel	-49.86
1/23/2013	Checking	3360	Ann H	Bi-annual prof bkft 11/07/12	Committee Expenses:CPC	-133.00
1/24/2013	Savings		Opening Balance		[Savings]	2,415.04
1/25/2013	Savings	INT	Interest Paid This Period Interest		Interest Inc	0.01
<b>1/1/2013 - 1/31/2013</b>						<b>3,006.96</b>
<b>BALANCE 1/31/2013</b>						<b>3,006.96</b>
<b>TOTAL INFLOWS</b>						<b>3,463.72</b>
<b>TOTAL OUTFLOWS</b>						<b>-456.76</b>
<b>NET TOTAL</b>						<b>3,006.96</b>

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# MONTHLY SUMMARY REPORT

## Summary Report Month Ending

	2013		2013		2013		2013		2013		2013		2013	
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		
Beginning Balance	\$2,998.46	\$3,006.96	\$3,132.88	\$3,362.72	\$3,114.88	\$3,334.83								
<b>Revenue</b>														
Group Contributions	\$465.26	\$ 1,136.57	\$ 503.77	\$307.83	\$403.58	\$435.68								
Other Revenue	50.01	\$ 0.01	\$0.01	\$0.01	\$0.00	\$0.01								
Special Revenue	50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00								
In Kind Contributions	50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00								
<b>TOTAL REVENUE</b>	<b>\$465.27</b>	<b>\$1,136.58</b>	<b>\$503.78</b>	<b>\$307.84</b>	<b>\$403.58</b>	<b>\$435.69</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Expenditures</b>														
District Expenses	\$456.76	\$1,010.66	\$ 273.94	\$555.68	\$183.63	\$156.08								
District-funded AA Activities	50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00								
<b>TOTAL EXPENDITURES</b>	<b>\$456.76</b>	<b>\$1,010.66</b>	<b>\$273.94</b>	<b>\$555.68</b>	<b>\$183.63</b>	<b>\$156.08</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Net Income</b>	<b>\$8.51</b>	<b>\$125.92</b>	<b>\$229.84</b>	<b>(\$247.84)</b>	<b>\$219.95</b>	<b>\$279.61</b>								
Ending Balance	\$3,006.97	\$3,132.88	\$3,362.72	\$3,114.88	\$3,334.83	\$3,614.44								
Prudent Reserve	\$2,415.05	\$1,915.06	\$1,915.07	\$1,915.08	\$2,015.08	\$2,115.08								
Operating Fund	\$591.91	\$1,217.82	\$1,447.65	\$1,199.80	\$1,319.75	\$1,499.36								
Operating Fund as Percentage	34%	70%	83%	69%	75%	86%	0%	0%	0%	0%	0%	0%	0%	0%

May 2012 the Other Revenue came from the prudent reserve deposited into the checking account.

May 2012 Group Contributions were not deposited until June 2012.

September 2012 savings opened for prudent reserve.

Note: The Prudent Reserve is defined by the Finance Policy as 35% of the Annual Budget. The Annual Budget for 2013 is \$7000

Note: The Operating Fund is defined by the Finance Policy as 25% of the Annual Budget. The Operating Fund for 2013 is \$1750



# QUARTERLY BUDGET REPORT

## Budget - Q1 2013

1/1/2013 through 3/31/2013 Using My Budget

7/30/2013

Page 1

Category	1/1/2013 Actual	- Budget	3/31/2013 Difference
<b>INCOME</b>			
Group Contributions	2,105.59	1,800.00	305.59
Interest Inc	0.03	0.00	0.03
Other Contribution	0.00	0.00	0.00
Other Inc	0.00	0.00	0.00
Special Contribution	0.00	0.00	0.00
<b>TOTAL INCOME</b>	<b>2,105.62</b>	<b>1,800.00</b>	<b>305.62</b>
<b>EXPENSES</b>			
Committee Expenses	0.00	0.00	0.00
Archives	232.76	25.00	-207.76
Corrections	0.00	25.00	25.00
CPC	133.00	25.00	-108.00
Finance	0.00	0.00	0.00
Grapevine	0.00	0.00	0.00
Group Records	0.00	25.00	25.00
Literature	0.00	140.01	140.01
Newsletter	0.00	25.00	25.00
PI	0.00	400.00	400.00
RCSN	0.00	0.00	0.00
Treatment Facilities	0.00	0.00	0.00
TOTAL Committee Expenses	365.76	665.01	299.25
District Expenses	0.00	0.00	0.00
D18 Rent	0.00	375.00	375.00
District 18 Workshop	0.00	0.00	0.00
Misc	113.77	0.00	-113.77
PO Box Rental	54.00	15.00	-39.00
Postage	0.00	25.02	25.02
Printing	106.45	80.01	-26.44
Supplies	76.39	0.00	-76.39
Website	0.00	0.00	0.00
TOTAL District Expenses	350.61	495.03	144.42
Travel	0.00	0.00	0.00
Alt DCM Travel & Lodging	0.00	900.00	900.00
Committee Travel	346.52	100.02	-246.50
DCM Travel & Lodging	674.47	900.00	225.53
Officer's Travel	0.00	20.01	20.01
TOTAL Travel	1,020.99	1,920.03	899.04
<b>TOTAL EXPENSES</b>	<b>1,737.36</b>	<b>3,080.07</b>	<b>1,342.71</b>
<b>OVERALL TOTAL</b>	<b>368.26</b>	<b>-1,280.07</b>	<b>1,648.33</b>

# ANNUAL BUDGET REPORT

(Annual Report will be distributed via email upon request)



Budget - 2013  
1/1/2013 through 12/31/2013 Using My Budget

Category	1/1/2013 Actual	Budget	3/31/2013 Difference	4/1/2013 Actual	Budget	6/30/2013 Difference	7/1/2013 Actual	Budget	9/30/2013 Difference	10/1/2013 Actual	Budget	12/31/2013 Difference	1/1/2013 Actual	Budget	12/31/2013 Difference
<b>INCOME</b>															
Group Contributions	2,195.59	1,800.00	395.59	1,147.69	1,550.00	-402.31	0.00	1,700.00	-1,700.00	0.00	1,500.00	-1,500.00	3,252.69	6,600.00	-3,347.32
Interest Inc	0.03	0.00	0.03	0.03	0.00	0.03	0.00	0.00	0.00	0.00	0.00	0.00	0.06	0.00	0.06
Other Contributions	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	0.00
Other Inc	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	0.00
Special Contributions	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	0.00
<b>TOTAL INCOME</b>	<b>2,195.62</b>	<b>1,800.00</b>	<b>395.62</b>	<b>1,147.72</b>	<b>1,550.00</b>	<b>-402.28</b>	<b>0.00</b>	<b>1,700.00</b>	<b>-1,700.00</b>	<b>0.00</b>	<b>1,500.00</b>	<b>-1,500.00</b>	<b>3,252.74</b>	<b>6,600.00</b>	<b>-3,347.26</b>
<b>EXPENSES</b>															
Committee Expenses	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	0.00
Adv/Adv	232.76	25.00	-207.76	123.20	25.00	-98.20	0.00	25.00	0.00	25.00	0.00	25.00	355.96	100.00	-255.96
Commodities	0.00	25.00	25.00	0.00	25.00	25.00	0.00	25.00	25.00	0.00	25.00	25.00	0.00	100.00	-100.00
GPS	133.00	25.00	-108.00	0.00	25.00	25.00	0.00	25.00	25.00	0.00	25.00	25.00	133.00	100.00	33.00
Finance	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	0.00
Graphics	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	0.00
Group Records	0.00	25.00	25.00	12.65	25.00	12.35	0.00	25.00	25.00	0.00	25.00	12.65	100.00	100.00	87.35
Literature	0.00	140.01	140.01	0.00	140.01	140.01	0.00	140.00	140.00	0.00	139.98	139.98	0.00	500.00	-500.00
Newspaper	0.00	25.00	25.00	25.68	25.00	-0.62	0.00	25.00	25.00	0.00	25.00	25.68	100.00	100.00	74.34
PI	0.00	400.00	400.00	0.00	200.00	200.00	100.00	0.00	40.00	40.00	0.00	40.00	100.00	600.00	-500.00
PCSN	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	0.00
Treatment F. Fees	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	0.00
<b>TOTAL Committee Expenses</b>	<b>365.76</b>	<b>665.01</b>	<b>-299.25</b>	<b>161.51</b>	<b>485.01</b>	<b>-303.50</b>	<b>100.00</b>	<b>365.00</b>	<b>205.00</b>	<b>0.00</b>	<b>304.98</b>	<b>304.98</b>	<b>627.27</b>	<b>1,740.00</b>	<b>-1,112.73</b>
District Expenses	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	0.00
District	0.00	375.00	375.00	375.00	375.00	0.00	0.00	375.00	375.00	0.00	375.00	375.00	375.00	1,500.00	-1,125.00
District 18 Workshop	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	450.00	450.00	0.00	450.00	-450.00
Misc	113.27	0.00	-113.27	100.88	0.00	-100.88	0.00	0.00	0.00	0.00	0.00	213.85	0.00	0.00	-213.85
PO Box Rental	54.00	15.00	39.00	0.00	15.00	15.00	0.00	15.00	15.00	0.00	15.00	54.00	60.00	60.00	-6.00
Postage	0.00	25.02	25.02	0.00	25.00	25.00	0.00	24.99	24.99	0.00	24.99	24.99	0.00	100.00	-100.00
Printing	106.45	0.00	-106.45	101.19	0.00	-101.19	0.00	0.00	0.00	0.00	79.98	79.98	207.55	200.00	7.55
Supplies	76.39	0.00	-76.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	76.39	0.00	-76.39
Website	0.00	0.00	0.00	0.00	175.00	175.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	175.00	-175.00
<b>TOTAL District Expenses</b>	<b>359.81</b>	<b>495.03</b>	<b>-135.22</b>	<b>656.18</b>	<b>670.01</b>	<b>-13.83</b>	<b>0.00</b>	<b>484.99</b>	<b>484.99</b>	<b>0.00</b>	<b>944.97</b>	<b>944.97</b>	<b>1,007.79</b>	<b>2,600.00</b>	<b>-1,592.21</b>
Travel	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	0.00
ADCM Travel & Lodging	0.00	900.00	900.00	0.00	50.00	50.00	0.00	50.00	50.00	0.00	50.00	50.00	0.00	1,050.00	-1,050.00
Committee Travel	345.52	100.02	-245.50	77.70	100.00	22.30	0.00	99.99	99.99	0.00	99.99	424.22	400.00	400.00	24.22
DCM Travel & Lodging	674.47	900.00	225.53	0.00	75.00	75.00	0.00	75.00	75.00	0.00	75.00	75.00	674.47	1,125.00	-450.53
Officers Travel	0.00	20.01	20.01	0.00	20.01	20.01	0.00	20.00	20.00	0.00	19.99	19.99	0.00	80.00	-60.00
<b>TOTAL Travel</b>	<b>1,020.99</b>	<b>1,520.03</b>	<b>-500.04</b>	<b>777.70</b>	<b>245.01</b>	<b>-177.31</b>	<b>0.00</b>	<b>244.99</b>	<b>244.99</b>	<b>0.00</b>	<b>244.97</b>	<b>244.97</b>	<b>1,059.69</b>	<b>2,625.00</b>	<b>-1,565.31</b>
<b>TOTAL EXPENSES</b>	<b>1,797.36</b>	<b>3,080.07</b>	<b>-1,282.71</b>	<b>895.39</b>	<b>1,800.01</b>	<b>-904.64</b>	<b>100.00</b>	<b>1,044.98</b>	<b>944.98</b>	<b>0.00</b>	<b>1,494.92</b>	<b>1,494.92</b>	<b>2,792.75</b>	<b>7,000.00</b>	<b>-4,207.25</b>
<b>OVERALL TOTAL</b>	<b>398.26</b>	<b>-1,280.07</b>	<b>1,680.33</b>	<b>251.79</b>	<b>109.97</b>	<b>-81.76</b>	<b>-100.00</b>	<b>655.02</b>	<b>-750.02</b>	<b>0.00</b>	<b>55.08</b>	<b>-55.08</b>	<b>519.99</b>	<b>-400.00</b>	<b>919.99</b>

# ATTACHMENTS

DRAFT

# District 18 SMAA Expense Reimbursement Form

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Date Submitted \_\_\_\_\_  
 Submitted By \_\_\_\_\_  
 Paid By \_\_\_\_\_  
 Check # \_\_\_\_\_

Date	Description of Expense	Expense Category	Expense Sub-Category*	Miles Traveled	Amount of expense (not Mileage Reimbursement @ \$0.35/mile)	U.S. \$
		Travel	DCM Travel, Lodging & Per Diem	0	\$0.01	\$0.00
		Travel	Alt DCM Travel, Lodging & Per Diem	0		\$0.00
		Travel	Officers' Travel, Lodging & Per Diem	0		\$0.00
		Travel	Committee Travel & Per Diem	0		\$0.00
		District	Printing			
		District	Postage			
		District	P.O. Box Rental			
		District	Bank Fees			
		District	Miscellaneous : Workshops etc.			
		District	Supplies			
		District	D18 Workshop			
		District	Website			
		District	District 18 Rent			
		Committee	Archives			
		Committee	Corrections			
		Committee	CPC			
		Committee	Finance/Treasury			
		Committee	Grapevine			
		Committee	Group Records			
		Committee	Newsletter			
		Committee	Literature			
		Committee	Public Information			
		Committee	RCSN			
		Committee	Treatment Facilities			
<b>Total expenses</b>						

Mail expense reimbursement with appropriate receipts to: District 18 Treasurer PO BOX 582111 Minneapolis MN 55458. Reimbursements are made within two weeks, in accordance with the District Financial Policy.