

Finance Policy Supporting Document

Summary of changes

The purpose of this document is to summarize and reference the proposed changes to the district 18 finance policy.

Low Impact Changes:

Changes of this nature are defined as low impact because they have a limited bearing on the direction of the policy. Mostly these changes are spelling errors, changes in phrasing, or something of the sort.

Below are the references for all “low impact” changes:

S. II: This report shall ~~account for~~ include the following:

S. II, 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.

S. IV: 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.

S. VIII, 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

S. VIII, 6: Have checking/deposit slips printed with “two signatures required” (or banks verbiage) ~~down by adjacent~~ to the signature block.

S. VIII, 9: ~~Consider using carbon less check register.~~

S. IX, 1: Treasurer retrieves mail from PO box ~~weekly~~ in a timely manner.

S. X, 10: 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.

S. X, 11, g: The outgoing Treasurer should be available to consult with the incoming Treasurer regarding the Districts financial operations ~~as needed~~.

Signature authority:

Authorized signatures on District 18 bank accounts will include the Treasurer, DCM, and Alt DCM. Previous finance policy indicated that the secretary and not the DCM would be signers. Referenced:

S. VIII, 5: Designate three (3) District Officers with signature authority on the checking account: Treasurer, D.C.M., ~~Secretary~~, Alt. D.C.M.

Debit Card Use:

Debit cards will now be allowed for the purpose of ATM deposits and payments requiring their use. The use of debit cards will be accompanied by access to online banking for the account signatories as a measure of checks and balances. Reference:

S. VIII, 8 (and all subsections): ~~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

S. IX, 2: The DCM, ~~Secretary~~, Treasurer, and Alt DCM are to have access to online banking account(s) as a checks & balance measure.

Treasurer duties:

The changes to Treasurer duties will eliminate redundant information provided in addition to the monthly Treasurer's report. In addition, bank documents older than 7 years will be destroyed while any other documents will be passed to area archives by the Treasurer.

S. IX, 6: ~~Treasurer reconciles checking account against the monthly bank statement within one week of receipt of monthly bank statement~~

S. IX, 7: ~~Treasurer provides reconciliation statements to District Officers within one week of reconciliation, or at officers meeting.~~

S. X, 11, 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.

Excess fund ideas:

The following addition reflects the need to build a process by which money can't accumulate as it has over the past three plus years. In this section an automatic action must be considered by the group after two consecutive months over the finance policies operating budget. The following month (giving GSR's the chance to speak to their groups) votes will be cast in an effort to spend off excess funds. The change lists a four part hierarchy designed to be followed step by step. First, any immediate workshops should be considered. If funds remain after workshops the district would vote to purchase AA literature (second in hierarchy) and distribute as the group sees fit. Thirdly, the group would explore options for supporting grapevine/la vina. If any funds remain the final step in the hierarchy is to vote on contributing excess funds to entities determined by the district.

S. X, 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.

Budget:

Changes to the budget section of the policy reflect the district's decision to operate under a pooled budget.

S. XI, 8 a/b: 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

S. XI, 9: Maintain list of historical committee and officer expenses to aid in future budget planning

S. XII, 3A i/ii: 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

S. XII, 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.

S. XII, 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.

S. XII, 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.

S. XII, 11, I: Any other travel by either Standing Committee Chairs or Officers shall be included as a line item in their respective budget.

Expenditures:

The change to the expenditures clause simplifies the voting process for unbudgeted costs.

S. XIII, 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.

~~S. XIII, 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~~

S. XIII, 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.

S. XIII, 5: If approval has not been granted in two consecutive months, the project will be tabled and no longer be considered pending.