

FINAL Assembly Approved Budget Notes 2015-2016 Budget

I. Introduction

A. The following budget notes form an integral part of the proposed budget, which, if passed by the assembly, provides for the operation of Area 45 from January 1, 2015 through December 31, 2016 at the levels set forth.

B. In accord with AA's Seventh Tradition, Area 45 strives to be self-supporting in all its affairs. In this spirit of self support, the Area endeavors to be financially responsible for all Area expenses, including those incurred by those conducting business at the request of Area 45. To remove personal finances as a limiting factor in service work, such expenses should be reimbursed, or noted, for purposes of future budgets; however, the choice to be reimbursed should be left to the individual. Area 45's budget attempts to allocate sufficient funds to cover these expected operating expense, plus an ample reserve, as described in Warranty 2 of Concept XII.

II. Income

A. Substantially all of Area 45's operating funds come from group contributions. The 2015/2016 budget projects group contributions of approximately \$28,000.00. Groups are encouraged to continue their regular contributions to all service entities. Groups can refer to the pamphlet "Self Support: Where Money and Spirituality Mix" for more information about our Seventh Tradition and for examples of contribution breakdowns. Each group is free to decide for itself how and where to best distribute its funds. Regardless of the amount of a group's contribution, if any, Area 45 services are available to all groups of Area 45. Area 45 provides regular thank you notes to contributing groups with acknowledgment of the amount they contributed. New group numbers are registered in our treasury database. Contributions are entered under the group's service number to ensure proper record keeping. Groups can request a statement of their contributions.

B. The Internal Revenue Service (IRS) requires Area 45 to file income tax returns on a yearly basis. All contributions received constitute "income" for tax purposes and must be reported. All income, including cash or other contributions made directly to an Area 45 Committee, must be reported to the Area Treasurer for inclusion in the income tax filing. All Committees that have separate bank accounts are to provide bank statements to the Area Treasurer.

III. Expenditures

The Area 45 budget floor is currently set at \$4,000.00, exclusive of the amount held in reserve. If the Treasurer anticipates a treasury balance nearing this figure, the Budget & Finance Committee will reconvene and all new expenditures will require the unanimous consent of the full committee until the budget shortfall is address and resubmitted to the assembly.

A. Expenses

Under the expenses category are listed items such as Area insurance, assembly hall rentals, area storage, banking fees, web hosting and postage. The Area maintains a phone line that is available to all committees who would like to set up a mailbox account with the Area phone number. This category of expenditures comprises 24% of the entire 2015 budget (2% lower than the previous budget) and 29% of the entire 2016 budget (3% higher than the previous budget). The 2015-2016 budget reflects an increase in the cost of bulk mailing and an increase in the cost of printing the Area handbook. The cost of bulk mailing includes the expense of having the Area mail list scrubbed as required by the U.S. Postal Service.

B. Panel

The panel expenditures comprise approximately 25% of the entire Area budget, an increase of 2% from the previous budget. Each panel member submits a quarterly expense report to the Treasurer. Receipts must accompany the report. Additional funds are being allocated to the Alternate Delegate and the Area Chairperson, reduced funds being allocated to the Registrar with the Delegate, Treasurer and Secretary funding being unchanged. Panel members are not reimbursed for mileage to Area assemblies or to District and Committee meetings unless the Area handbook indicates that the panel member is a member of the particular committee. In addition, panel members are not reimbursed for mileage to attend District and Committee events unless they were asked to participate in the event (ex., the Area Treasurer may be reimbursed for attending a Budget & Finance Committee meeting since the Area handbook indicates that he/she is a member of that committee; however, the Area Treasurer is not a member of the Corrections Committee and would not be reimbursed for mileage if he/she chooses to attend the Corrections Committee meeting).

C. Committees

The Committees' expenditures comprise approximately 20% of the entire Area budget, a decrease of 2% from the previous budget. Each Committee Chairperson submits a quarterly expense report to the Treasurer. Receipts must accompany the report. Committee Chairs should report in writing an up-to-date inventory of all equipment and supplies (computers, software, audio equipment, literature, etc . . .) to the Area Chair and Treasurer at the beginning of each calendar year. Additional funds are being allocated to the Audio Visual, Grapevine,

GSR/DCM Orientation and the Jal-Con Committees. Reduced funding is being allocated to the Archives Committee, the CPC/PI Committee, Corrections Committee and Policy and Charter while funding remains the same for the Budget & Finance and Website Committees. Two Ad Hoc Committees - International Convention Hospitality Suite and Lighting Dark Districts - were added to this expenditure category and receive funding for the 2015-2016 budget years.

1. Audio Visual – Mileage to District and Area events will be reimbursed at the rate described under the Events section below. Audio equipment is available for home groups to use, however, if the group requests the services of the Audio Chair, the Audio Chair's mileage should be reimburse by the home group.

2. Convention – Under this budget the Convention is assumed to generate \$1,500.00 in income for the Area. As noted in previous budget notes, the Area Convention requires careful management to assure that Area 45 does not develop a financial risk. The trusted servants who manage the convention should continue to exercise caution when dealing with Convention finances and are asked to immediately contact the Area Chair, the Area Treasurer and the Area Budget & Finance Chair and if issues arise. The Convention Budget provides for the return of start-up money to the next Convention and provides for the cost of the Area Panel officers to attend the Convention.

3. Corrections – This budget reduces the allocation for the Corrections Committee but does provide for the cost of the Corrections Committee Chair to attend the Area Convention with remaining funds to cover additional operation costs such as mileage and printing. The Corrections Committee receives contributions of cash directly or via LIPS cans. The Corrections Committee also shares its mission with the 3 local Intergroups and their Corrections Committees. In addition, except for the funding of the initial inventory of books that has already occurred, the Committee should not require any additional funds since the Committee only distributes literature for which it has already received a contribution. Those contributed funds can be used to fund additional literature purchases without requiring a continuous stream of funding from the Area directly.

4. Website – The Area 45 Website Committee is responsible for maintaining Area 45's website. No funds are being allocated for server hosting as this will not need to be renewed until 2019. Future budget committees should be aware of this.

D. Events

This expenditure category comprises 34% of the 2015 budget and 25% of the 2016 budget. The increase of 5% for 2015 is due to the cost of the Area 45 Delegate to attend the International Convention; this cost only occurs every 5 years. In addition, the Northeast Regional Forum (NERF), which only occurs every 2 years, will also take place in 2015. The 2016 budget reflects a decrease of 6% in the event category; however, it should be noted that the cost of 2016 NERAASA could change as more information, such as hotel costs, is obtained.

1. International Convention – The International Convention is an expense that only occurs every 5 years. Area 45 typically covers the full cost of sending the Area 45 Delegate. The budgeted amount is an estimate of what this cost will be since the Committee had no figures on transportation or hotel costs to use.

2. NERAASA - The purpose of the Northeast Region Alcoholics Anonymous Service Assembly is for the GSRs, DCMs, Area Committee Members and Intergroup representatives of the Northeast Region to discuss General Service Conference related issues and concerns affection A. A. as a whole, as well as pertinent aspects of recovery, unity and service common to the Area of the Northeast region. All panel members are funded to attend NERAASA yearly. The 2016 budget surplus has been allocated to help defray the cost of Area 45 Committee Chairs to attend the NERAASA weekend. While this allocation is minimal, the 2016 budget allocates \$100.00 to each standing Committee Chair for use to attend NERAASA (does not include Ad Hoc Committee Chairs).

3. Mileage and Travel - The auto mileage reimbursement has been decreased from \$0.50 per mile to \$0.40 per mile and includes the cost of any tolls incurred. Travel within one's home section will only be reimbursed for trips over thirty (30) miles. Panel members are encouraged to carpool when traveling to the same destination. When it is possible to obtain common transportation, such as a van provided by Area 45, the mileage reimbursement is disallowed. Weekend events typically require a 2 night stay. Budgets for these weekend events are based on 3 double occupancy rooms for 2 nights and does not include a meal reimbursement for travel times under 3 hours.

IV. Existing Budget Policies

These budget notes focus primarily on the changes from previous budgets and are not intended to exhaustively address every possible situation or question that may arise. Generally, unless revisions are proposed, the knowledgeable guidance provided in the past by our trusted servants in prior Area budget notes remains valid and valuable precedent. The [Area 45 Handbook](#) and the [A. A. Service Manual Combined with 12 Concepts for World Service](#) also provide guidance on many issues not addressed in these budget notes. Of course, final responsibility and the ultimate authority for the Area's operation should always reside in the collective conscience of our whole fellowship.