

Summary - Finance Committee
C. N. Y. Area Assembly
October 1990

BACKGROUND

In January of 1989 it was decided that the Area Assembly needed an independent committee to take a look at the money involved with Area. This came about because a lot of time was being spent talking about budgets, expenses, who was spending what and why. This committee became the Finance Committee. It would be made up of the current Treasurer, the past Treasurer, and one DCM from each District. There was in the beginning some growing of it's own that the Committee had to do. At first the Committee tried to meet an hour before the other meetings at the Area Assembly each month. This proved to be ineffective and by February of 1990 the Committee decided to meet once a month outside of Area Assembly. This was to start in February, but because of weather and other factors the first meeting outside of Area didn't happen until March 1990. This doesn't mean that no work was being accomplished. Several items were discussed during the first year and some were brought to the Assembly for approval.

Many topics were covered. This included general principles of service, bonding the Treasurer, check signing, and who should go where at Area expense. Following is a review of the Finance Committee recommendations and views.

PURPOSE/PRINCIPLES

"The Finance Committee has been charged with determining how the Seventh Tradition will be applied while conducting C. N. Y. Area business."

1. Service is it's own reward.
2. The ability to perform service should not be limited by personal funds.
3. Expenses incurred while conducting business at the request of area should be reimbursed.
4. The choice to be reimbursed should be left to the individual.
5. The intent of Assembly is to encourage anyone who is willing and able to perform service. Financial means should not limit anyone as expenses will be reimbursed.
6. The budget should be set at adequate levels to cover expected expenses.
7. In the spirit of the 7th Tradition, Area assembly should be self-supporting in all it's affairs.

Recommendations Made and Approved

1. July 1989:
 - a. All checks will have two signatures, that of the Treasurer and the Chairman.
 - b. That the Treasurer not be bonded.
2. August 1989:
 - a. That the budget amounts for the Delegate and Secretary be

raised to cover future expenses in 1989.

3. January 1990:

a. All requests for reimbursement will be accompanied by receipts, copies of bills or other documentation that will explain the expenses in detail.

b. A standard rate for mileage be set. The rate to be used is to follow Federal guidelines of \$.12 per mile.

c. All requests for attendance at conventions or conferences should be reviewed to determine the actual value to the Area Assembly.

*d. Any officer attending a convention or conference should provide the assembly with a written report, which can be included with that month's minutes, if the expense is paid by Area.

4. June 1990:

a. That there be two signatures on all checks, but that the two signatures come from a pool of four (Treasurer, Delegate, Chairman, Secretary).

SUGGESTIONS NOT REQUIRING ASSEMBLY ACTION

1. That the \$5,500.00 reserve be left as is.
2. That all expenses be paid by check.
3. That Literature and Grapevine inventories be maintained at levels to best serve the Area and that a goal be that orders do not exceed sales.
4. That inventory orders be considered when calculating the amount for the reserve and GSO contributions.

RECOMMENDATIONS TO BE VOTED ON

1. Area Convention:

registration, travel, hotel, meals

a. That all (expenses) be covered for the Delegate. *alt. Del? Chm?*

**b. That registration and hotel expenses be covered for those committee chairpersons that are required to attend (PI, CPC, Literature, Grapevine, Treatment, Corrections). *Archives?*

2. N. Y. S. Convention:

**a. That the hotel and registration expenses be covered for the Delegate and Chairperson, as they are required to attend. *transportation alt. Del. ? Comm. Chairs*

**b. That the hotel and registration expense, if any, be covered for the Planning Session for the State Convention ~~be covered~~ for the Delegate and chairperson, as they are required to attend. This is usually held in December.

3. N. Y. S. Information Workshop:

**a. That the registration and housing expenses be covered for the Delegate.

b. That the Area not cover expenses for the following: Chairman, *should go*

Alt. Delegate, Secretary, Treasurer, Literature, Registrar, and Archives. It was felt that the workshop was not directly related to these positions.

**c. That the Area cover the registration and housing expenses for the following chairpersons, or their designated active committee member: Treatment, Corrections, C. P. C., P. I., Grapevine.

4. N. E. Region:

***a. That registration, housing, and mileage be covered for the Delegate to attend the N. E. Region Forum and Convention. *alt. Del?*

**b. That the housing expense for committee chairpersons. *? be covered for forum*

5. Budget:

a. That the Budget process start in September with a Budget presented to the Assembly in November and voted on in December. This will relieve a new Treasurer of the responsibility. This still means that any Treasurer will prepare two Budgets during their term.

6. Reporting:

a. That a full report of expenses be included with the Area Minutes no less than quarterly.

REVIEW

After nearly two years of operation the Finance Committee feels that it has completed the task it was given. It will be up to future assemblies to determine if there is a need to reform a Finance Committee. The discussions were often lively and sometimes heated, but the Committee hopes that the efforts have been for the best for the Area.

*Finance
Comm. is
ad hoc*

* The recommendation that all attendees to conferences provide written reports that are to be included in the Area Minutes was approved. Up to this date, this has not been followed by those receiving reimbursement.

** Not all functions that people will be attending includes the cost of transportation/mileage and meals. This was discussed by the Finance Committee and it felt that some functions should be a shared expense of those going.

*** It is not recommended that there be anyone sent to the N. E. Regional Delegates Meeting. This is based on the consensus of the Past Delegates we received responses from.

Yours in Service

Scott

Scott Becker
Treasurer
Chairman,
Finance Committee