

UTAH AREA BUDGET AND REIMBURSEMENT GUIDELINES

The purpose of this guideline is to provide guidance in all area financial matters. The primary purpose of the Area treasury is to fund Al-Anon activities at the Area level.

I. General Guidelines

- A. To conserve resources to be used at the Area level, persons serving at the Area level who are also Group Representatives (GR's) will first seek reimbursement of expenses from their groups. Persons who are District Representatives (DR's) will first seek reimbursement from their Districts. Other Area Committee members may seek reimbursement only from the Area.
- B. Receipts are required for any reimbursement to be made.
- C. Car pooling and room sharing are encouraged to minimize expenses.
- D. The Area World Service Committee (AWSC) is composed of Area officers, (Delegate, Alternate Delegate, Area Chair, Treasurer, Recording Secretary, and Group Records Secretary), Coordinators, and District Representatives.
- E. Expenses exceeding a line item in the Area budget must be pre-approved by the conference or the Treasurer and one other officer of the Area World Service Committee.

II. AWSC Operational expenses Assembly and Delegates Day

- A. AWSC members shall be reimbursed for operational expenses incurred in the performance of their duties upon presentation of receipts/invoices. These expenses shall be guided by, but not limited to, the Area Budget. These expenses include:
 - 1. Printing cost for presenting workshops, quarterly Alanews publication and the annual Area Group Directory.
 - 2. Literature used for workshops, public outreach, etc.
 - 3. Postage for mailing of Area minutes, Area agendas, other correspondence, and the Alanews.
 - 4. Telephone expenses for Area business.
 - 5. Other materials as required.
- B. Registration to attend two Area Assemblies and Delegates Day each year for Area Committee members who are not GR's or DR's.
- C. Mileage at \$.15 per mile and hotel at \$40.00 per night.

III. Other Expenses outside Assemblies and Delegates Day

- A. Area Delegate

1. The equalizer or full payment to the World Service Office to attend the annual World Service Conference.
- B. \$200 for expenses in conjunction with the World Service Conference, such as additional lodging for first night not covered by WSC. Area Conferences
 1. The Area shall advance the hosting committee up to \$500 seed money, to be reimbursed to the Area as per Area Conference guidelines. Additional funds may be requested and must be pre-approved. All monies shall be returned to the Area Treasurer upon close out of the Conference finances, along with a financial report.
- C. Area World Service Committee planning meetings
 1. \$.15 per mile up to a maximum of \$50 paid to each driver. No lodging will be included.
- D. Southwest Regional Delegates Meeting, held annually
 1. Registration, travel and the room/meal package for the Delegate and Alternate Delegate to attend. Room rates will be based on double occupancy.
 2. \$100 will be paid to active Past Delegates who wish to attend.
 3. Registration, travel and the room/meal package for the Area Chair to attend will be determined by the availability of Area funds. The Area Treasurer will provide a report no later than the Fall Assembly prior to SWRDM and a two-thirds majority of the voting members will determine if the Area Chair can attend. This procedure will be conducted each year.

IV. Additional Expenses

- A. Mileage and lodging for the Delegate to attend District meetings to give the Delegate's Report when the requesting District is unable to pay for these expenses.
- B. Expenses for the Alternate Delegate to assist in Conference planning.
- C. Expenses for special projects by the Action Committees.
- D. Utah Area Al-Anon/Alateen Information Service (AAIS)
 1. In the event the AAIS ceases to be self-supporting, the Area shall help in meeting expenses, for a period up to six months or until such time the center is again self-supporting.
 2. If after six months the AAIS has not regained self-sufficiency, the Area Assembly shall vote to explore alternative funding, reorganization, or closure of the AAIS.
 3. This section will not dispute or infringe upon the AAIS bylaws.
- E. Expenses for AMIAS candidate background check, provided receipts are submitted.

V. Budget

- A. An Area Budget Committee shall consist of five persons chosen at the Election Assembly to

a 3 year term.

1. The committee shall consist of the Alternate Delegate, Treasurer, one other Area Officer or Coordinator and two interested AI-Anon members not currently holding an Area Office or Coordinator position.

B. The Budget Committee will meet and prepare an annual budget for the upcoming year to be presented at the Fall Assembly for approval.

C. The budget will maintain a prudent reserve that consists of the equalizer expense plus \$600 for general expenses, in accordance with the motion approved November 2, 2002.

Revision History

Date	Contact	Revision
4/13/2015	Denise L. – Guideline Committee Chairperson	<ol style="list-style-type: none"> 1. Added “Operational” to section II A. for clarity. 2. Section II B removed “two area rallies” and replaced with Delegates Day. 3. Section II C Removed “per attached chart” and replaced with fixed price of .015 per mile and \$40.00 per day. 4. Section IV added E. to cover cost of background checks for AMIAS as was approved in the Alateen Safety guideline.
7/17/2015	Chris C.	Added a purpose statement and made minor formatting changes for consistency.
9/26/2015	Denise L.	Presented to Fall Assembly. Approved by the body.