

APPROVED: March 19, 2022

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 in the Area, 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 from the Area.
- B. Receipts are required for any reimbursement to be made.
- C. Carpooling 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, Group records Secretary,) Coordinators, and District Representatives.
- E. Expenses exceeding designated amounts in the Area budget must be pre-approved by the Assembly, or the Treasurer and one other officer of the Area World Service Committee.

II. AWSC Operational expenses, Assemblies, and Delegate 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 during the Fiscal Year (FY) the expenses were incurred. These expenses include:
 - 1. Printing or mailing costs for presenting workshops, quarterly Alanews publications and the annual Area Group Directory.
 - 2. Literature used for workshops, public outreach, etc.
 - 3. Required telecommunication costs for distributing of Area minutes, Area Agendas, other correspondence, and the Alanews.
 - 4. Telephone expenses for Area business.
 - 5. Other materials as required.
- B. The Area will cover the registration for sitting AWSC members who are not GRs or DRs to attend two Area Assemblies and Delegates Day each year.
- C. Also, mileage reimbursed at \$.28 per mile, based on Google Maps mileage to and from the meeting (gas receipt not required,) and lodging at \$80.00 per night. (These

reimbursement amounts are to be reviewed by the Finance Committee during the first Committee meeting of each new Panel.)

III. Other Expenses outside Assemblies and Delegate Day.

A. Area Delegate.

1. Expenses for the Equalizer or Full Payment, as approved by Area each year, to send the Delegate to the annual World Service Conference.
2. \$200.00 for expenses in for the Delegate in conjunction with the world Service Conference, (such as additional lodging for first night) not covered by Equalizer or Full Payment. (This amount is to be reviewed by the Finance Committee during the first Committee meeting of each new Panel.) Receipts required.

B. Hosting committees seed monies.

1. The Area shall advance the Hosting committee up to \$500.00 seed money, to be reimbursed to the Area as stated in the *Utah Area Guidelines for Hosting Al-anon/Alateen Area Assemblies and Conventions*. Additional funds may be requested and must be preapproved. All monies shall be returned to the Area Treasurer upon close out of Conference finances, along with a financial report.

C. Area World Service Committee (AWSC) planning meetings.

1. Travel cost will be paid to anyone traveling over 25 miles one way at a rate of \$.28 per mile based on Google Maps mileage to and from the meeting (gas receipt not required.) No lodging will be included. (This amount is to be reviewed by the Finance Committee during the first Committee meeting of each new Panel.)
2. Printing costs.

D. Southwest Regional Delegates Meeting (SWRDM) 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. (This amount is to be reviewed by the Finance Committee during the first Committee meeting of each new Panel.)
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 at the Fall Assembly prior to SWRDM regarding the availability of funds and a two-thirds majority of 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 Delegate's report when a requesting District is unable to pay for these expenses.
- B. Expenses for the Alternate Delegate to assist in Area conference planning.
- C. Expenses for special projects.

- 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. The Area Finance Committee shall consist of five persons chosen at the Election Assembly to a 3-year term.
1. The Committee shall consist of the Area Chair, Treasurer, one other Area Officer or Coordinator and two interested Al-Anon members not currently holding an Area Office or Coordinator position.
 2. The Finance Committee will meet and prepare an annual budget for the upcoming FY to be presented at the Fall Assembly for approval.
 3. The Area Finance Committee will follow the suggested World Service Office Guidelines (*Reserve Fund Guideline, G41*) regarding an Ample Reserve by first obtaining and then maintaining a 6 month to 1-year reserve for operating expenses including Delegate expenses to attend the World Service Conference (WSC.)

Revision History

Date	Contact	Revision
4/13/2015	Denise L- Guideline Committee Chairperson	1. Added "Operational" to section 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 Alateen Safety guidelines.
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.
3/24/18	Kevin B	Presented to Spring Assembly. Approved with notes below. 1-Section II C, changed mileage to \$.28 per mile and hotel to "lodging at \$80.00 per night." 2-Section III A1 added "as approved by Area each year..." 3- Section III B- Changed "B" to "A2" for clarity. 4- Section III "B Seed Monies", changed B1 for Clarity. 5-Section III C1- changed to read "travel cost will be paid to anyone traveling over 25 miles one way at a rate of \$.28 per mile" 6-Section III C2- Added. 7-Section V Changed B to A2 for clarity. 8- Section V changed C to "A3 the Area Budget Committee will follow WSO guidelines suggesting Abundant Reserve, of first obtaining and then maintaining a 6 month to 1 year operating expense reserve including Delegate Expenses to WSO conference".
3/19/2022	Patrick M.	The following changes approved by the Spring Assembly, March 19, 2022: 1. Up dated grammar and punctuation throughout. 2. Changed "conference" to "Assembly" throughout. 3. Clarified that the Area Budget now operates on a FY

		<p>throughout.</p> <p>4. Added that the mileage reimbursement amount, reimbursement amounts for Delegate additional expenses, and Past Delegate expenses for SWRDM will be reviewed by the Finance Committee the first year of each panel in the appropriate paragraphs.</p> <p>5. Added reference to the <i>Utah Area Guidelines for Hosting Al-anon/Alateen Area Assemblies and Conventions</i>.</p> <p>6. Removed “Action Committees” from IVc.</p> <p>7. Removed the Alt Delegate from the Finance Committee and added the Area Chair in Va1.</p> <p>8. Added reference to World Service Office Guidelines (<i>Reserve Fund Guideline, G41</i>) in Va3</p>