

AREA 42 GENERAL SERVICE ASSEMBLY FINANCE GUIDELINES

The purpose of the FC is to define fiscal responsibility and standardize procedures in Area 42.

1.0 AREA 42 FINANCE COMMITTEE

1.1 Membership

The current Area Treasurer, *and alternate*, NAGSC and SAGSC Treasurers, and immediate past Treasurer shall automatically be members of the Committee. In addition, two at-large members will be elected, one residing in the North and one residing in the South. *In the event there is an even number of members on the Committee, the Alternate Treasurer shall be a non-voting member.*

1.2 Elections

Election of at-large members shall **be held** at the Fall Area Assembly on odd numbered (non-election) years. Eligible candidates shall have 2 years experience in Area 42 service prior to election. **At-large** Finance Committee members may not hold other positions that are subject to area Budget considerations.

1.3 Officers of the Committee

The Finance Committee will elect a recording secretary. *The immediate past Area treasurer will act as Finance Committee Chairperson.*

1.4 Replacement

If a member of the finance committee is unable to complete the rotation, the Treasurer and Finance Committee Chair will select a replacement **to be confirmed by the Finance Committee**. The replacement assumes duties immediately.

1.5 Meetings

Finance Committee meetings shall be held at least 4 times per year: twice per year at Area Assemblies and at least twice per year by teleconference.

1.6 Funding

If not otherwise funded, Finance Committee members shall be reimbursed for costs associated with attendance at Finance Committee meetings.

2.0 RESPONSIBILITIES OF THE AREA TREASURER

- A. Carries out all banking responsibilities
- B. Records and deposits all funds received
- C. Prepares and records all payments for expenses.
- D. Maintains financial and bookkeeping records
- E. Ensures that the accounting for the Area is performed in QuickBooks, or similar accounting program
- F. Prepares and presents financial statements to the Area Assembly
- G. Assembles documentation for tax preparer of Federal and State filings.
- H. At the end of the rotation, and after review by the Finance Committee, turns over the original financial documentation to the Archives.
- I. Files annual list of officers with the State of Nevada.
- J. Provides copies of bank statements and reconciliations to finance committee chair.
- K. Provides Back up of QB file to Alternate Treasurer monthly

2.1 RESPONSIBILITIES OF THE FINANCE COMMITTEE

- A. Gathers budget requests as a part of the budget process.
- B. Drafts financial guidelines policy/amendments for consideration by the Area Committee and the Assembly.
- C. Reviews requests for additional funding.
- D. Establishes per diem rate for travel and incidentals.
- E. Performs annual review of income and expenses for previous year at each Spring Assembly.
- F. Maintains an inventory of assets owned by Area 42. Inventory items include software, all equipment and Archives.
- G. Publishes minutes of meetings in Area newsletter.
- H. Conducts a conference call each April.

3.0 CHECK SIGNING AUTHORITY

Checks can be signed by any one of the following: Area Treasurer, Delegate, or Finance Committee Chair.

4.0 PRUDENT RESERVE

The Prudent Reserve is to ensure that, after all obligations are paid, enough funds are held to conduct area business. Experience has shown that, for any given year, a reserve equal to 1/3 of the previous year's expenses will ensure that the Assembly will be able to meet its financial obligations. A $\frac{3}{4}$ majority vote of area officers is necessary to *draw upon* our prudent reserve.

5.0 THE BUDGET PROCESS

5.1 Prior to July 1 of each year, each officer and persons appointed by the Delegate or Area Chair are responsible for preparing a budget for his/her position. The Area Chairperson will prepare the budget(s) for any vacant position(s). Each budget is submitted to the Finance Chairperson.

- A. The Finance Committee receives budget requests, compiles them into a single Assembly-wide budget using data from August 1 of the prior year through 7/31 of the current year, and presents it to the Area Committee at the Fall assembly.
- B. The Area Committee reviews the Budget.
- C. The Assembly reviews the budget and adopts it by a 2/3 majority approval.-

5.2 No Officer or appointee is to exceed their approved budget. If additional funds are needed that exceed the budgeted amount, the officer appointee must submit a request to the Finance Committee. The Finance Committee may approve any such request that does not exceed 20% of the approved budget for that position. If such request is in excess of that, it will be submitted to the Area Committee for approval.

6.0 REIMBURSEMENT OF EXPENSES

6.1 EXPENSE AUTHORIZATION AND SUBMISSION

The Treasurer is responsible for the reimbursement of all expenses incurred on behalf of the Assembly, submitted with receipts within 45 days of occurrence.

6.2 AREA OFFICERS FUNDING

- A. DELEGATE: Full expenses to General Service Conference, Area Assemblies, annual PRAASA, events within the Area, and Pacific Region Forums.
- B. ALTERNATE DELEGATE: Full expenses to Area Assemblies, annual PRAASA, and Pacific Region Forums, funds permitting.
- C. CHAIRPERSON: Full expenses to Area Assemblies, annual PRAASA, funds permitting.
- D. TREASURER, ARCHIVIST, SECRETARY, REGISTRAR, NEWSLETTER EDITOR, AND WEBMASTER: Full expenses for Area Assemblies, and annual PRAASA, funds permitting.
- E. ALTERNATE CHAIRPERSON, ALTERNATE TREASURER, ALTERNATE ARCHIVIST, ALTERNATE SECRETARY, ALTERNATE REGISTRAR:
Full expenses for Area Assemblies. Full expenses for annual PRAASA, in the absence of the elected Area Officer, funds permitting.
- F. QUALIFIED APPOINTEES:
NEWSLETTER EDITOR, WEBMASTER:
Full expenses for Area Assemblies and annual PRAASA, funds permitting.
- G. DCMS, GSRS: May seek assistance from the Area, funds permitting.

6.3 ASSEMBLY SUPPORT SERVICES:

INTERPRETER AND AUDIO TECHNICIAN:
Compensation to be determined by Area Chair and paid accordingly.

6.4 REIMBURSEMENT FOR USE OF PERSONAL AUTO

Mileage costs for travel to Area Assemblies are eligible for reimbursement based on receipts.

6.5 All airfare to be reimbursed at Coach rate

6.6 ADVANCES / PREPAYMENTS

Advances or prepayments will be considered by the finance committee on a case by case basis. Submit requests to the finance committee chair.