

DISTRICT 11 FINANCIAL OVERSIGHT COMMITTEE GUIDELINES

These are Financial Oversight Committee (FOC) Guidelines only and subject to change as necessary dependent upon the financial condition of the District. The basic structure and reimbursement rates of our FOC Guidelines are to be based upon those rates established in the CNCA 06 Financial Guidelines. All persons eligible for reimbursement are expected to exercise Financial Prudence and Common Sense when utilizing District Funds.

FINANCIAL COMMITTEE:

The Financial Oversight Committee (FOC) will consist of no more than 5 members: the DCMC, the Treasurer and up to three (3) other AA Members including District Officers, Committee Members, GSR's and Interested Members of the AA Community. The DCMC and Treasurer are standing members of the Committee; the remaining FOC members are volunteers. A Chair will be elected by the members of the committee. Any FOC member of the Financial Oversight Committee, except Treasurer, is eligible to be Chair.

The Financial Oversight Committee may only make financial recommendations to the District. At least three members are required to conduct business. All Financial Oversight Committee meetings are Open. Visitors may voice opinion but only designated FOC members may vote on Financial Oversight Committee recommendations.

BUDGET:

The Financial Oversight Committee will prepare and present a Budget each Fiscal Year. The Fiscal Year is Jan 01-Dec 31. The Budget will be presented no later than the October District Business meeting of the current Fiscal Year and voted upon by the December District Business meeting of that same year. The Budget is to be ratified by eligible District voting members present at the District Business meeting.

Depending upon the current financial condition of the District, the Treasurer, with concurrence of the Financial Oversight Committee, may exceed a Line Item Budget amount by \$200 or 20% of the Line Item amount, whichever is less. Amounts exceeding this limit will require authorization from the District Business Meeting eligible voters.

REVIEW:

The Financial Oversight Committee will review the Financial Condition of the District and present their findings to the District no later than the end of June and December of each calendar year. The Chair of the FOC or their designated alternate, will give the report.

EXCESS FUNDS:

A review of excess funds, over and above the Prudent Reserve and Annual Budgeted Expenses, shall be made by the Financial Committee prior to the end of the District Fiscal Year. The Financial Oversight Committee will make recommendations as to the use of Excess Funds, taking into account extraordinary expenses, e.g. biannual rents, insurance, etc. Disbursement of excess funds is to be ratified by the District Officers, Committee Chairs and the District GSRs.

PRUDENT RESERVE:

\$800.00

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REIMBURSEMENTS:

District members are encouraged to share lodging, use host district hospitality lodging and car pool (2 or more occupants). Members eligible for Reimbursement will be reimbursed at their request. A Member may turn down Reimbursable Expenses but the District discourages such action for budgetary purposes.

1). District Officers will be reimbursed by the District for travel to Area Assemblies, Area Committee Meetings and other functions they are requested to attend. The District 11 rate is set to match the Current CNCA reimbursement rate: 75% of the most recent IRS allowable deduction, rounded to the nearest whole number. Point of departure for mileage calculation is based on direct route city center to city center. Primary driver may use the city center of their primary residence as the starting point. Reimbursements are based on Round Trip mileage. The District 11 Treasurer will adjust the rate annually to match Area.

2). DCMC/DCM(s) may be reimbursed by the District for photocopies and subject matter material not provided by the District. (Example: background material on Conference agenda topics, PRAASA tapes.)

3). Voting District Officers (DCMC, DCM, and Alt DCMC/DCM when so designated to act) will be reimbursed at their request by the District for overnight accommodations when required. Reimbursement rates are set at the rates set by CNCA.

4) Eligibility requirements for overnight reimbursement:

- a). One-day event: one-way travel greater than 125 miles
- b). Two-day or greater event: one-way travel greater than 75 miles

5) Meals and food are reimbursable expenses for DCMC, DCM, and Alt DCMC/DCM when so designated to act for the District at events, assemblies and conferences at the rate set by CNCA for its officers.

6) Receipts are required for reimbursement. (*TBR: Receipts should be attached to a District Reimbursement Form.) If receipts are not practical (ie: mileage reimbursement), a District Reimbursement Form will be required.

7) Receipts must be submitted no later than 60 days after the expenditure occurred. If receipts are submitted after the cutoff date, submitter may request a review by the Financial Committee for reimbursement. In no case will expenses be reimbursed for items or events greater than 6 months after the date(s) of the event or expense.

CONTRIBUTIONS:

1) The Treasurer will maintain a P.O. Box for the purposes of correspondence and receipt of Contributions.

2) Groups that choose to contribute to the District will receive a receipt as acknowledgement, either electronically or printed. Groups may opt out from receiving a receipt. A valid address is required to receive a receipt.

ADDENDUM:

UNITY DAY Finances: The operating budget set for Unity Day for the committee and chair is set according to the previous year, incorporating any foreseeable variance.

PRAASA and Pacific Regional Forum Finances: District 11 has a standing policy to reimburse the DCMC for travel, meals and accommodations for PRAASA and the Pacific Regional Forum.

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Reimbursement will be for the actual hotel room costs at the primary convention hotel, based on single occupancy rate.