

Area 60 Western Pennsylvania General Service, Inc. Financial Guidelines

Area officers are the delegate, alternate delegate, chair, alternate chair, treasurer and secretary. The standing committees and appointed service officers: CPC/PI, Grapevine/ LaViña, Treatment, Corrections, Literature, SN/RC, Archives, Website, Newsletter, Registrar and Recording Secretary. Each has an Area 60 budget line. There are also line items for Ad Hoc and Area 60 administrative expenses.

1. Under the guidance of the area alternate treasurer the members of the Ad Hoc Finance committee meet quarterly, to review the area's budget.
 - a. Income expectations are based on the current year's actual income figures projected through the end of the year, and further adjusted as reasonable. Income expectations should be conservative.
 - b. Expense expectations are based on the current year's actual expense figures projected through the end of the year, and modified to allow for anticipated additional or reduced expenses line by line for the coming year.
 - c. Suggestions from the Ad Hoc Finance Committee are worked into a balanced budget for final approval by the area committee.
2. Once the budget is approved, officers standing committees and appointed service officers are expected to work within their budget.
3. For unexpected expenses, the officers and standing committee chairs and appointed service officers should come to the Ad Hoc Finance Committee to request additional funding before spending money not authorized. A request for additional funding should include a written request explaining where and how any additional funding will be spent.
4. Adjustments to the budget after initial approval should consider from where any additional funding will come.
5. Officers standing committee chairs and appointed service officers are expected to travel via the least expensive mode of transportation. Travel expense is reimbursed at 15¢ per mile or gas receipts.
6. Officers, standing committees, and appointed service officers are funded as follows:
 - a. The delegate, alternate delegate are funded to attend all regional, and area service meetings.
 - b. The delegate is additionally funded to attend the Pennsylvania State Convention.
 - c. No officer is funded to attend the International Convention
 - d. Officers, standing committee chairs, and appointed service officers, may be funded for NE Regional events if deemed necessary to attend. When considering a request for funding for special events, is the event a working event for the attendee? Is attendance optional? Are other Area 60 officers, standing committee chairs, or service volunteers already covering the event?
 - e. Standing committee chairs generally are not funded to attend the State convention except the *Grapevine/LaViña* committee chair is funded to attend every other year.
 - f. *Ad Hoc* committees are given a budget to cover administrative expenses and travel.
7. Officers, standing committee chairs, appointed service officers, and *Ad Hoc* committees may use their budgets as needed for service in good faith. The area chair and treasurer may wish to consult with individual officers or standing committee chairs where funding is being exhausted too quickly, or to help plan for unexpected activities. The area committee and assembly are entitled to question any expenditure.
8. At this time, with the exception of the delegate and alternate delegate the area is not funding attendance at NERAASA except as specifically approved by the area committee.
9. Income from the sale of AAWS and *Grapevine/LaViña* literature by those standing committees as a routine part of their service activity should be returned to the treasurer and not used to reimburse the expenses of those committees.
10. The Literature and *Grapevine/LaViña* standing committees should provide the treasurer with an inventory of literature on hand at the beginning of each year.
11. Reimbursable expenses for officers, standing committee chairs, appointed service officers, and Ad Hoc Committees are listed on the AREA 60 WPA GENERAL SERVICE INC. Expense Report.
12. Additional suggestions may be found in the Area 60 guidelines, by reviewing the job descriptions.