



San Diego-Imperial Area Assembly Area 8

Understanding Our 2018 Area Budget

“Our spiritual way of life is safe for future generations if, as a Society, we resist the temptation to receive money from the outside world. But this leaves us with a responsibility—one that every member ought to understand. We cannot skimp when the treasurer of our group passes the hat. Our groups, our areas, and A.A. as a whole will not function unless our services are sufficient and their bills are paid.”

-The Language of the Heart, p. 221

Today's Goals—To Help Our G.S.R.s Understand:

- ▶ How A.A.'s 12th Step is collaboratively practiced on local, regional, and national levels.
- ▶ The purpose of our San Diego & Imperial Area 8.
- ▶ What financial guidelines the Area follows.
- ▶ The process and responsibility for preparing the Area's budget.
- ▶ How the Area prioritizes how contributions are used.
- ▶ How our Area budget differs from a typical business or company's budget.
- ▶ How Area activities, officers, and standing committees help us carry A.A.'s message.
- ▶ What happens if contributions or expenses are higher or lower than budgeted.
- ▶ The importance of each groups' contributions to the future of A.A.
- ▶ The GSR's role representing his/her group at the Budget Assembly.

Goals



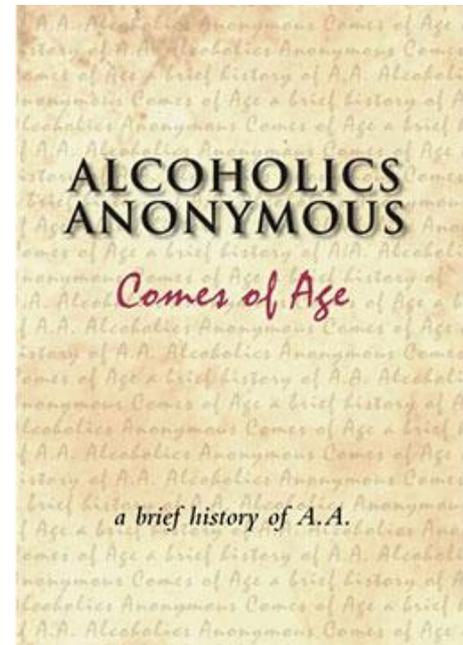
Bill W. Writes on A.A.'s Legacy of Service

- ▶ **Bill W. writes in the pamphlet A.A.'s Legacy of Service: *“Our Twelfth Step—carrying the message—is the basic service that the A.A. Fellowship gives; this is our principal aim and the main reason for our existence... We must carry the message, else we ourselves can wither and those who haven't been given the truth may die.”***
 - ***“Hence, an A.A. service is anything whatever that helps us to reach a fellow sufferer—ranging all the way from the Twelfth step itself to a ten-cent phone call and a cup of coffee, and to A.A.'s General Service Office for national and international action. The sum total of all these services is our Third Legacy of Service.***
 - ***“Services include meeting places, hospital cooperation, and intergroup offices; they mean pamphlets, books and good publicity of almost every description. They call for committees, delegates, trustees, and conferences. And, not to be forgotten, they need voluntary money contributions from within the Fellowship.”***

I Am Responsible...When anyone, anywhere reaches out for help, I want the hand of A.A. always to be there. And for that, I am responsible

Creation of A.A.'s General Service Conference

- ▶ ***“Until 1950, these overall services were the sole function of a few old-time A.A.s, several nonalcoholic friends, Doctor Bob, and me...At this time, we realized that A.A. had grown up, that our fellowship was ready and able to take these responsibilities from us.”*** --Bill Wilson
 - *“This meant that we had to form a conference representing our membership that could meet yearly...and thus assume direct responsibility for the guardianship of A.A. tradition and the direction of our primary service affairs”.*
- ▶ **Today, our elected Area Delegate represents our Area at the annual General Service Conference and throughout the year.**



Carrying The Message—Our Twelfth Step—From National to Local Levels

▶ **A.A.'s General Service Office**

- Functions as a storehouse of A.A. information.
- Communicates with members and groups around the world.
- Publishes A.A.'s literature.
- Supplies information and experience to professionals and others interested in A.A.

▶ **The Area Committee**

- Coordinates A.A. activities over a broad geographic area.
- Sends a Delegate to the annual General Service Conference.
- Holds Area Assemblies to determine the needs of the Fellowship, through input from G.S.R.s.
- Provides information at all levels of service.

▶ **The Local District**

- Communicates directly with groups.
- Provides the District group conscience for the Area Assemblies.
- Serves as a link between the Area Delegate and the G.S.R.s.

▶ **Individual A.A. Groups**

- Ensure newcomers feel welcome.
- Promote both the 12 Steps and 12 Traditions.
- Elect and support a G.S.R.
- Through an informed group conscience, adopt a specific contribution plan tailored to meet the group's financial situation and when possible, support A.A. service entities.

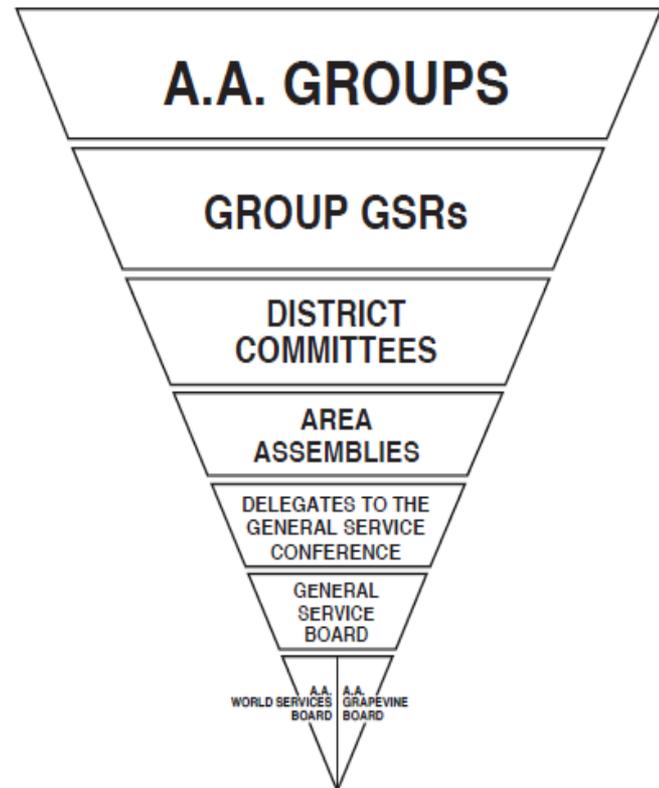


Where Does The Area Get Its Authority?

- ▶ A.A.'s Traditions recognize the need for some kind of organization to carry the message in ways that are impossible for the local groups.
- ▶ Our Area Assembly is a service committee established under Tradition Nine and funded by Tradition Seven contributions.

- Tradition Nine: *“A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.”*
- Tradition Seven: *“Every A.A. group ought to be fully self-supporting, declining outside contributions.”*

- ▶ Concept 1 states: *“The A.A. groups today hold ultimate responsibility and final authority for our world services.”* Our structure resembles an upside down triangle.



San Diego-Imperial Area 8—Our Purpose

- Support carrying the message of Alcoholics Anonymous to the alcoholic who still suffers.
- Support the General Service Conference and its members in its role as provider of A.A. World Services, and as guardian of the Twelve Steps and Twelve Traditions.
- Elect and support a Delegate who will deliver the collective group conscience of the Area at the annual General Service Conference.
- Connect all Area meetings through the DCMs and GSRs via Area Assemblies and regular communication.
- Assist in the development and communication of an informed group conscience in all parts of our service structure.

The Budget Process

Fiscal Management of Our Twelve Step Work



How Is The Budget Developed—Who Is Responsible?

- ▶ **Each Area Officer and Committee Chair completes a Budget Request worksheet.**
- ▶ **The Treasurer and Finance Committee prepare a draft budget.**
 - We follow the Area's Financial guidelines with consideration of expenses and anticipated contributions from groups and Districts.
- ▶ **The Treasurer and Finance Committee members present the draft budget to our groups/District meetings for our DCMs and GSRs.**
- ▶ **The Budget is then reviewed, discussed, amended as necessary, and voted upon at the Budget Area Assembly.**
- ▶ **Area Officers identify projected expenses for each budget line item.**
 - Includes expenses for position-related conferences, events, and workshops; a detailed mileage expense worksheet (for meetings, assemblies, workshops); copies, postage, and expenses for assigned events.
- ▶ **Committee Chairs identify projected expenses, that vary by committee, for:**
 - Committee-sponsored Outreach to District and Group meetings.
 - Area Events (assemblies, ACM, Area workshops, other Area events).
 - Outside Area Events (PRAASA, multi-area sharing sessions, etc.).
 - Committee meeting expenses (rent copies, supplies, etc.).



How Does The Area Prioritize Budget Requests?

- ▶ **The Area Treasurer and Finance Committee follow the financial guidelines of the Area Assembly and utilize historical budget and expense information when evaluating budget requests.**
- ▶ **Mindful of Tradition Seven, the Area is self-supporting, through contributions from groups and individuals and, therefore, must be a good custodian of these contributions.**
- ▶ **Remember—the purpose of the Area Assembly is to**
 - Carry the AA message to the alcoholic who still suffers—this requires outreach.
 - Support the General Service Conference and its members (including our Delegate) in its role as provider of A.A. World Services, and guardian of the Twelve Steps, Traditions, and Concepts.
 - Provide communication and encourage unity within the Area—requires Area Assemblies, committees, workshops, and unity events.
 - Assist in the development and communication of an informed group conscience—requires website, newsletter, providing printed materials and/or training for our DCMs and GSRs on obtaining feedback from their individual groups and members.



Factors Affecting Each Year's Budget

- ❑ Odd & even years often have different events.
- ❑ Data for a calendar year's budget is collected up to nine (9) months prior to its start date.
- ❑ Area Officers rotate every *two* years.
- ❑ Half of the Standing Committee Chairs rotate *each* year.
- ❖ The budgets for the newly-rotated in Officers and Committee Chairs are developed by the officer/Chair who will rotate out.
- ❖ A newly-rotated in Officer/Committee Chairs is asked to create his/her budget for the second year of the term as early as the first few months of his/her new service position.



How Do Standing Committees Help Us Carry A.A.'s Message of Recovery?

▶ Accessibilities Committee

- Assists the Districts and groups in carrying the message to alcoholics with special needs.
- Provides resources and coordinates the effort of volunteers.
- Updates and confirms lists of meetings accommodating those with special needs.
- Facilitates communication among Central Offices, Districts and volunteers to help all members with special needs

▶ Agenda Committee

- Reviews and makes recommendations regarding proposed Conference presentation, discussion and workshop topics recommended by the General Service Conference and the Area.
- Suggests possible Conference Committee agenda items.
- Assists in preparing agendas for Area Assemblies.



▶ Archives Committee

- Collects, organizes, preserves, and displays records of AA history in Area 8, including documents, audio recordings and photographs.
- Archives service work is more than custodial activity; it is how we share the heritage of our fellowship. .

▶ Cooperation With the Professional Community Committee

- Establishes good cooperation between A.A. and the professional community.
- Provides information about A.A. to those who have contact with alcoholics through their profession.

▶ Finance Committee

- Advises the Area Committee and Area Assembly regarding budgeted and unbudgeted financial items.
- Makes recommendations on Area financial guidelines.
- Assists the Area Treasurer who is a voting member of the Finance Committee, in preparing the annual budget.

Standing Committees Help Us Carry AA's Message of Recovery—Two

▶ Grapevine/La Vina Committee

- Considers and makes recommendations regarding proposed additions to and changes in Grapevine and La Vina publications.
- Informs Assembly members, through displays and other suitable methods, of all La Vina and Grapevine publications, audio-visual materials, and other items.

▶ Information Technologies Committee

- Oversees maintenance, improvement, and operation of the SDIAA website <http://area8aa.org/> and existing database applications.
- Supports the Area Committee with computer software needs.
- Ensures all Area website content is appropriate.



▶ Literature Committee

- Maintains and displays an inventory of all Conference-approved books, pamphlets, audio and video materials.
- Reviews, considers, and makes recommendations regarding proposed additions and changes in Conference-approved literature.

▶ Newsletter Committee

- Publishes the minutes of Area business in English and Spanish on the area8aa.org website and in print, so that they are available to the fellowship it serves. The Newsletter also contains Area-related articles and reports.

▶ Policy Committee

- Reviews and makes recommendations concerning the Area's Structure & Guidelines and General Service related literature.
- They are responsible for preparing and distributing copies of the S&G, proposed changes and amendments as they are made.

What Does the 2018 Proposed Budget Include?

- ▶ The total *proposed* budget totals \$50,490. This represents a small increase from the 2017 approved budget of \$47,003.
- ▶ Administrative expenses, including meeting rent, liability insurance, and supplies represents ~14.6%.
- ▶ ASL interpretation and Spanish translation [necessary to ensure inclusion of all members] is ~20.2% of the budget.
- ▶ Area-sponsored events is ~5.3% of the budget.
- ▶ Expenses for our 10 elected Officers, including our Delegate, represents ~36.5% of the budget.
- ▶ Our 12 Standing Committees represents ~22.2% of the total budget. These include committee expenses, area events, outside area events, and committee sponsored outreach.
 - Accessibilities <2% of total budget
 - Agenda <2% of total budget
 - Archives ~2.2% of total budget
 - C.P.C. ~1.5% of total budget
 - Finance ~2% of total budget
 - Grapevine/La Vina ~4% of total budget
 - Information Technology ~1% of total budget
 - Literature ~2.6% of total budget
 - Newsletter ~2% of total budget
 - Policy ~1% of total budget
 - Spanish translation (written) ~2.4%

Are The Area's Contributions and Expenses The Same Every Month?

▶ Group Contributions

- Groups may make contributions to the Area monthly, quarterly, semi-annually, or whenever they choose to do so.
- The Area's *monthly financial report*, however, takes the total anticipated annual contribution amount and divides it equally by twelve months.
- That's why the Area may appear to have a "deficit", when we are really on-track for that particular time in the year.



▶ Area Expenses

- Our expenses also vary month to month. For example, in order to secure locations for our Area Assemblies, the area pays rent for these facilities early in the year.
- Some of the Area's expenses are paid on an annual basis. For example, our insurance and taxes are paid in this manner.
- That's why the *monthly financial report* may appear to be way over budget for an individual month, when we may be actually on track.

▶ Unbudgeted Expenses

- Occasionally, the Area faces unanticipated expenses, such as new translation equipment.
- In these cases, we will need to ask our groups for additional contributions.

What If Contributions Or Expenses Are Higher Or Lower Than We Thought They Would Be?

- ▶ **Our Area Finance Committee and Area Treasurer take great care in preparing a draft budget that is approved at an Area Assembly.**
- ▶ **If contributions appear to be *falling short*, the Area must take action!**
 - We have no ability to borrow money from anyone.
 - We often inform our groups and ask those that can, to make a special donation, perhaps supported by group members. ***That's why it's important that groups and members have knowledge of how their contributions support AA's 12-Step work.***
 - We may need to postpone reimbursing our Area officers—even though these amounts were approved during the Budget Area Assembly.
 - We may need to prioritize and stop some planned 12-Step work performed by the Area and Area committees.
- ▶ **If contributions are *Higher* than anticipated, we do not have the ability to “save the money for a rainy day”.**
 - The Area approved establishment of a “prudent reserve” fund in 2016. However, this is equivalent to less than 10% of the total budget and is designed for unforeseen, unbudgeted expenses. Use of the prudent reserve requires the approval of the Area Committee or Area Assembly.



Please Keep In Mind

- ▶ The budget does not reflect funds on hand. Rather, it shows the stated purpose for contributions that the Area may receive.
- ▶ The budgeting of any item does not mean that the expense will actually occur.
- ▶ Since the Area does not have a line of credit, it is not possible for the Area to spend money it doesn't have in its bank account. It cannot reimburse trusted servants for their 12-step work or pay any budgeted expenses if the money is not actually in the bank.
- ▶ The Area *reimburses* trusted servants for the 12-step work they pay for out of their own pockets. Therefore, they should always confer with the Area Treasurer or Finance Committee to ensure that funding is actually available.



The GSR's Role at the Budget Assembly

- ▶ **The work of the GSR begins prior to the Assembly. It is his or her responsibility to inform group members of the content of the proposed budget and gain feedback on its content.**
- ▶ **The GSR brings the group's questions and comments to the Assembly to ensure that each group has a voice.**
- ▶ **At the Assembly, the GSR will participate in discussions, may offer an amendment, and finally, help reach an APPROVED Area budget for the upcoming year.**
- ▶ **A budget approved by members of the Area Assembly is considered the Group Conscience for all the groups in Area 8.**
- ▶ **GSRs are also committing to regularly delivering to his/her group the Area's financial reports which will reflect the need for contributions.**



What Do I Share With My Group?

▶ **Remember—When you're a G.S.R. you are linking your home group with the whole of A.A.**

- That's still an important side of your work. But now, as the GSR, you have an even bigger responsibility: You transmit ideas and opinions, as well as facts. Through you, the group conscience becomes a part of "the collective conscience of our whole Fellowship," as expressed in the General Service Conference.

▶ **Your group, District and Area are all part of the communication structure that holds A.A. together, supporting the "Unity" of the Fellowship.**

▶ **Talking About the Budget**

- Ask the group Secretary for time to talk about the upcoming Budget Assembly at the meeting or during a business meeting.
- Let group members know their questions and feedback are important to you and the Area.
- Review the importance of the budget, highlight what it contains and how contributions are used.
- Make the proposed budget (and these slides) AVAILABLE to members who wish to see its details.
- Encourage members to learn more about the availability of our Area Committees to support 12-step work in your community.
- Invite a friend or two or more to attend the Budget Assembly with you.
- Ensure your group has its own "pie chart" distribution plan to make contributions, if it's able to, to support GSO, the Area, District, Intergroup, and other service entities as you determine.



Thank You All for your Service
and Participation

Area 8 Budget Assembly
November 5, 2017

from 9 AM- 4 PM.