

## Motion to Change SDIAA's Structure & Guidelines

To review the San Diego-Imperial Area Assembly Structure & Guidelines in **English** go to:  
<http://www.area8aa.org/wp-content/uploads/2017/11/SG-Working-11-07-2017.pdf>; OR in **Spanish** at:  
<http://www.area8aa.org/wp-content/uploads/2017/03/Area8-structureGuidelines-SPANISH-8-2016.pdf>.

HISTORY OF REVIEW PROCESS	
This motion was reviewed by SDIAA's Policy Committee on:	August 6, 2019.
This motion was reviewed by SDIAA's Area Committee on:	October 17, 2019
This motion received a vote to be taken to the groups at the assembly on:	
This motion received a final vote at the assembly on:	

### Why this motion is being presented:

Redefining the duties of two Treasurers and the Finance Committee is being proposed in order to increase transparency and reporting of Area 08 Finances. It also considers theft prevention and accuracy in accounting.

### What this motion does **NOT** do:

- This motion does not alter any part of section VI. FINANCIAL GUIDELINES OF THE AREA ASSEMBLY.
- This motion does not include a method for implementation. Discussion on how to implement the positions will begin if the motion is approved.

### What this motion does:

**Is there a need to add another section on? To enhance This motion restructures the duties assigned to the Area Treasurer and the Area Finance Committee by:**

1. Renaming the Area Treasurer position to Accounts Treasurer and assigning it the duties of accounts payable;
2. Approving a new area officer position of Contributions Treasurer and assigning it the duties of accounts receivable; and
3. Redefining the Finance Committee's duties to include oversight, analysis, and reporting of the area's finances.

The restructure to the Area Treasurer duties is to separate the banking functions of Accounts Payable and Accounts Receivable and assign them to two individual Treasurers. The Accounts Payable function is assigned to the area officer position of Accounts Treasurer, formerly known as Area Treasurer. The Accounts Receivable function is assigned to a newly-created area officer position of Contributions Treasurer. The Area Finance Committee's duties are being greatly expanded in order to provide better reporting to the groups served.

### Approval of this motion includes:

1. Restructuring the duties of the Area Treasurer into two Area Officer positions as they appear below under the **NEW TEXT** section:
  - A. Accounts Treasurer (basically known as Accounts Payable)
  - B. Contributions Treasurer (basically known as Accounts Receivable)
2. Renaming the Area Treasurer to Accounts Treasurer
3. Adds a new Area Officer position of Contributions Treasurer (**Estimate per Finance Committee Chair 9-22-19**)

### Treasurer S&G Financial Impact Summary

Accounts Receivable Treasurer \$2344  
 Accounts Payable Treasurer \$1577  
 One-time expense \$750 for computer  
 Monthly subscription to Quickbooks \$840 @ \$70/mo.

See additional attachment for itemized sample summary using a scenario where both officers are from Bonita.

4. Removes the position of Alternate Treasurer.
5. Redefining and expanding the role of the Area's Finance Committee to make them active participants in the continual review and reporting of area finances and improve communication of financial matters to the groups.
6. Due to the complexity of this motion, the Policy Committee will respect the wording appearing in **NEW TEXT** table. If required to adjust the actual section numbering/lettering from the way they are assigned in this document, the Policy Committee is authorized to do so.

**If approved, the motion authorizes the Policy Committee to make the following changes to the text of the SDIAA Structure & Guidelines (dated August 2017):**

**REMOVE** the current section V.G. 1. through 7. from SDIAA's Structure & Guidelines Section V. G.

The duties of the Area Treasurer will be to:

1. Receive and record contributions from A.A. Members and all entities comprised of A.A. Members according to our Seventh Tradition acknowledging each contribution in writing (**Restructured to Contributions Treasurer Duties**)
  2. Make all disbursements by check and maintain records thereof (**Restructured to Accounts Treasurer Duties**)
  3. Maintain a bank account(s) with four signatories, the Area Treasurer, Area Chairperson, and their Alternates (**Restructured to Contributions Treasurer Duties**)
  4. Report to the Area Committee at each meeting (**Restructured to Accounts Treasurer Duties for reporting on disbursements and Restructured to Contributions Treasurer Duties for reporting on contributions.**)
  5. Report in writing to the Area Assembly at each meeting. (**Restructured to Accounts Treasurer Duties for reporting on disbursements and Restructured to Contributions Treasurer Duties for reporting on contributions.**)
- Prepare a final written report at the end of the calendar year. (**Restructured to the Finance Committee Duties.**)

6. Be responsible for presenting the Annual Budget for final approval no later than the November Area Assembly meeting. **(Restructured to both the Finance Committee Duties and the Accounts Treasurer Duties.)**
7. File yearly tax documents in a timely manner and maintain hard copies for 7 yrs. **(Restructured to Accounts Treasurer Duties)**

**REPLACE** all as noted under in the NEW TEXT section under the columns Proposed Division of Duties, Accounts Treasurer Duties as V.G. 1. through 13.

**ADD** New Area Officer Position of Accounts Treasurer as Section V.H. and list its duties of 1. through 9. that appear in the NEW TEXT table under to column for that position.

**REMOVE** from SDIAA's Structure & Guidelines the current section VIII.A.5. FINANCE COMMITTEE,

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

**REPLACE** it with the duties listed in the NEW TEXT section under the column Proposed Finance Committee Duties VIII.A.5. a. through k.

#### **RENUMBERS and CHANGES**

V. H. Alternates for Chairperson, Secretary, Registrar, and Treasurer:

**AS**

V.I. Alternates for Chairperson, Secretary, and Registrar:

#### **RENUMBERS**

I. Funding of the Delegate, Alternate Delegate, and Area Officers:

**AS**

J. Funding of the Delegate, Alternate Delegate, and Area Officers:

#### **RENUMBERS**

J. Replacement of Delegate, Alternate Delegate, Officers and their Alternates:

**AS**

K. Replacement of Delegate, Alternate Delegate, Officers and their Alternates:

<b>NEW TEXT</b>		
<b>Proposed Finance Committee Duties</b>	<b>Proposed Division of Duties</b>	
VIII. A. 5. FINANCECOMMITTEE:	V. G. Accounts Treasurer Duties	V. H. Contributions Treasurer Duties
	1. The Accounts Treasurer has a Quickbooks login and password that is independent an unknown to the Contributions Treasurer.	1. The Contributions Treasurer has a Quickbooks login and password that is independent an unknown to the Accounts Treasurer.

## NEW TEXT

Proposed Finance Committee Duties	Proposed Division of Duties	
The duties of the <b>Finance Committee</b> will be to:	2. Area Treasurer or Area Chairperson will be responsible for all disbursements.	
	3. The <b>Accounts Treasurer</b> makes all disbursements by check, keeps the records of all checks written for the area, and reports disbursements monthly to the Area Committee Meeting and each assembly. Encourages contribution support for area and G.S.O. services. (Reference: The Service Manual 2018-2020, page S47)	2. The <b>Contributions Treasurer</b> is responsible for recording contributions, sending receipts, and making bank deposits. Reports each deposit to the Accounts Treasurer and monthly reports on receipts to the Area Committee Meeting and each assembly. The Contributions Treasurer is responsible for encouraging contribution support for area and G.S.O. services. (Reference: The Service Manual 2018-2020, page S47)
	4. As a participating and voting member of the Finance Committee, the Accounts Treasurer performs all duties in visibility to and with the assistance of the Finance Committee.	3. As a participating and voting member of the Finance Committee, the Contributions Treasurer performs all duties in visibility to and with the assistance of the Finance Committee.
	5. Processes Check Requests: receive, review, record and issue checks for reimbursement of expenses to area officers and committees. Makes all disbursements by check and maintains Check Request records thereof.	4. Maintain a bank account(s) with four signatories, the Area Treasurer, Area Chairperson, and their Alternates
a. Schedules and conducts budget-setting workshops as required to assist area officers and its committees to fund the anticipated 12-Step work needs in order to make them visible to the groups.	6. Reports monthly to the Finance Committee on the <b>disbursement</b> activities of all bank accounts.	5. Visit the PO Box weekly to pick up mail. Within two weeks of their receipt, record the contributions, make bank deposits, and mail contribution receipts (using email when possible).

## NEW TEXT

Proposed Finance Committee Duties	Proposed Division of Duties	
<p>b. Reviews the monthly reconciliation of each bank account to: Inventory check-numbering sequence; inspect Check Request for each check to insure the check was written to and cashed by the intended party; review the uncashed checks aging and take action as necessary; verification of two signatures on all checks over \$150.</p>	<p>7. Obtain two signatures on checks over \$150. Check signers are: Accounts Treasurer, Contributions Treasurer, Area Chair, and Alternate Area Chair.</p>	<p>6. The Contributions Treasurer will provide the Accounts Treasurer with a weekly report (no later than bi-weekly) of bank deposits. The reports will detail the name of each contributor/group accounted for in each deposit. The Contributions Treasurer will deliver a monthly report to Finance Committee detailing all <b>contributions and deposits</b> to all bank accounts.</p>
<p>c. Prior to delivery to the Area Committee, the Finance Committee reviews the monthly Finance Reports that include the activities of deposits and disbursements of all bank accounts.</p>	<p>8. Timely pays all area annual administration expenses: insurance, rents, etc.</p>	<p>7. Work as needed with Area and District Registrars to identify contributing groups.</p>
<p>d. Prepare a final written report of budget activities at the end of the calendar year. Present findings and recommendations to the assembly. Findings will include, but not be limited to: anticipated income calculation, adjustments to the budget as a result of unbudgeted expenses, and any use of reserve funds. The purpose of the report is to detail the 12-Step work that was performed during the calendar year.</p>	<p>9. Makes quarterly review of the budget and report on its performance by including: analysis of GSO Send-off Calculation, unused funds (funds that are no longer needed during the calendar year), and any submitted unbudgeted expense requests that are available for funding.</p>	<p>8. Assist the Treasurer and the Finance Committee with the development of the next year's proposed budget.</p>
<p>e. Provides a monthly disbursement report to the Area Chair and Alternate Chair. (The current guidelines state the Area Treasurer and Area Chair are responsible for all disbursements. The formal delivery of the monthly report respects the Area Chair's co-responsibility and equal authority for the disbursements.)</p>	<p>10. Requests Insurance Certificates as needed for the Area and District events and meeting places and delivers to contracting facility.</p>	<p>9. Visit Districts and Committees and is Liaison to assigned Area Committees.</p>

## NEW TEXT

Proposed Finance Committee Duties	Proposed Division of Duties	
f. Provide reporting to show the dollars in the budget devoted to operating expenses (all expenses associated with the Area Committee Meetings and the standing committee that provide administrative support to the area) versus the disbursements for assemblies, events, workshops and standing committees that perform direct 12-Step work.)	11. No later than January 31 of each year provide to area's Tax Accountant the previous year's finance information in order to file the area's tax reporting. 1099s will be postmarked by the U.S. Mail Service no later than February 28 following the close of the tax year. Maintain hard copies of tax filings for 7 yrs.	
g. With the assistance of the <b>Accounts Treasurer</b> , develops/presents the upcoming year's Proposed Budget for final approval no later than the November Area Assembly.	12. With the assistance of the <b>Finance Committee</b> , develops/presents the upcoming year's Proposed Budget for final approval no later than the November Area Assembly.	
h. Reviews monthly reports on the cash balances held by area standing committees (The Literature and Grapevine Committees each have cash funds that are not included in regular reporting.)		
i. Confirms that identified unused funds will, in fact, not be used during the calendar year.	13. Visits committees and districts and is Liaison to assigned committees.	
j. Verify the year-end reports and tax filings occurred on time. (1099 disbursements and E-file of total contributions.)		
k. Develops and designs processes that increase efficiency of the work of the Treasurers and Finance Committee for the purpose of better reporting to the groups.		

## Traditions and Concepts Relative to this Motion

### San Diego-Imperial Area Assembly Our purpose is to...

*“Carry the message 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 to the General Service Conference. Provide communication and encourage unity within the Area. Assist in the development and communication of an informed group conscience.”*

#### Tradition Nine (Long Form)

Each A.A. group needs the least possible organization. Rotating leadership is the best. The small group may elect its secretary, the large group its rotating committee, and the groups of a large metropolitan area their central or intergroup committee, which often employs a full-time secretary. The trustees of the General Service Board are, in effect, our A.A. General Service Committee. They are the custodians of our A.A. Tradition and the receivers of voluntary A.A. contributions by which we maintain our A.A. General Service Office at New York. They are authorized by the groups to handle our over-all public relations and they guarantee the integrity of our principle newspaper, the A.A. Grapevine. All such representatives are to be guided in the spirit of service, for true leaders in A.A. are but trusted and experienced servants of the whole. They derive no real authority from their titles; they do not govern. Universal respect is the key to their usefulness.

#### Concept IX (Long Form)

Good service leaders, together with sound and appropriate methods of choosing them, are at all levels indispensable for our future functioning and safety. The primary world service leadership once exercised by the founders of A.A. must necessarily be assumed by the Trustees of the General Service Board of Alcoholics Anonymous.

#### A few words about Concept IX

We serve by being a personal spiritual example of good leadership. We seek advice. We accept criticism and disagreement. We compromise. We take tough stands. We exercise vision.

Traditions and Concepts Relative to this Motion	
<i>Concept XI</i>	While the trustees hold final responsibility for A.A.'s world service administration, they should always have the assistance of the best possible standing committees, corporate service directors, executives and consultants. Therefore, the composition of these underlying committees and service boards, the personal qualifications of their members, the manner of their induction into service, the systems of their rotation, the way in which they are related to each other, the special rights and duties of our executives, staffs and consultants, together with a proper basis for the financial compensation of these special workers, will always be matters for serious care and concern.
A few words about Concept XI	Concept XI is about how we share leadership. In Concept XI, Bill envisions both delegation and cooperation.