

Area 8 Finance Committee Meeting Minutes February 14, 2022

The Zoom meeting was called to order at 6:36 p.m. by Chairman Cindy H., who opened with the Declaration of Unity. Attendance: Angeline, Cindy H, John M, Lynn E, Paul K, Rob, Susan H.

Phyllis H submitted her resignation from the committee.

The January meeting minutes were approved as submitted (Susan/Lynn).

January 2022 Financial Report

Total Contributions:	\$7,724.37
Total Budgeted Expenses	\$2,026.60
Contributions Less Expenses	\$5,697.72
Total Expenses	\$2,062.60
Total Cash on Hand	\$47,379.67
Transferred to Prudent Reserve	\$0
Prudent Reserve	\$5,000
Other Requests	\$0

Discussion

- The bank statements, QB reconciliation report, cleared checks, and un-cleared checks were reviewed.
- There was a brief discussion on when the final financial statement for December 2021 would be completed.
- The GSO send-off has not yet been determined as corrections and updates are being made to the books.
- Lynn shared that two PRAASA reallocation figures were taken off the 2022 spending plan.
- New software has been purchased and installed.
- A new computer has been acquired; a check request to reimburse the purchase will be submitted once the Assembly approved the amount.
- The Treasurers submitted a written report on actions completed and upcoming projects.

Motion

- The treasurer submitted a motion that “all accounts payable processes be consistent and follow existing check approval process.” Disbursements over \$150 require two Area signatories, and can be approved electronically. Disbursements over \$150 cannot be signed by an Officer and their Alternate. The motion was approved unanimously (Lynn/John).

Pre-Conference Items *(Addition to the Agenda)*

- There was a brief discussion on three items assigned to the Finance Committee.
- Two of the items were related the Twelve Steps and Twelve Traditions and were not discussed.
- A review of the Self- Support Packet will be discussed by the committee at a later date.

2023 Budget Timeline

- The committee discussed timing issues related to next year’s budgeting tasks. Cindy will revise the document and resend to the committee.

Susan H, Recording Secretary