

**Area 8 Finance Committee Meeting Minutes October 9, 2023 @ 6:30pm - 8:00pm (PT) -  
Location: Zoom! Meeting ID: 962 6898 7584 Passcode: 964243**

John opened the meeting with the Declaration of Unity at 6:30pm.

Introductions/In attendance were John. M (Acting Finance Chair), Rob R. (Area Treasurer), Link S. (GSR – District 23), Adrian O. (Area Chair) and Kate (GSR – District 21).

September 2023 Minutes were approved.

The Finance Committee reviewed 1) the monthly Finance Reports including deposits and disbursements from all bank accounts, 2) the Treasurer's monthly reconciliation between QuickBooks, bank/Venmo statements, and the monthly financial reports; 3) verified the check-numbering sequence, 4) reviewed any uncashed checks and recommended action, as necessary; 5) verified two signatures on all checks above the set limit, if any; and 6) reviewed all electronic payments made during the previous month.

**Financial Report** – Rob R. reported that contributions for September were \$3,744.63. Budgeted expenses were \$4,799.15, and unbudgeted expenses were \$770.28 for a total of \$5,569.43 in expenses. September had a deficit of \$1,824.80. YTD contributions are at \$40,104.92, which is 75.5% of the \$53,127.35 anticipated annual contributions. Budgeted expenses are currently at \$28,199.93 which is 53.1% of the budgeted expenses of \$53,127.35. YTD unbudgeted expenses paid out is at \$951.14 of the total \$1,657.36 requested (which includes \$375 for an unbudgeted expense requested by the Delegate, that will not be spent). The 2024 budget was presented to the GSRs at the September Election Assembly. Additional Area 8 Treasury information is available online at: <https://www.area8aa.org/sdiaa/area-information/treasurer/#about>

**Old Business** –

a) No further information is currently available regarding District 13's issue with the IRS. b) Progress is being made on updating the Area website to post financial forms which need to be completed by Area committees. Further information is expected in November 2023. c) Rob will coordinate with the Area 8 Webservant to post information online and in information provided prior to ACMs to notify groups about contributions received. d) The statement "Area 8 is a 501(c)(4) so contributions may not be tax-deductible" has been added to the Area 8 website. e) Property Insurance: Do we need to increase our coverage levels? John is working on gathering information to help answer this question. Our insurance renews in early January 2024. f) Electronic receipts for contributions -We will continue sending a paper receipt if no email address is provided.

**New Business** – a) Link was elected to fill the Finance Chair vacancy which term continues until January 2025, or December 2024. John M. will continue in the role as Vice Chair and will take the minutes, as needed. Link needs to contact the Area Registrar to inform her of his election to this new role and will need to attend the monthly ACM meetings which take place on the third Thursday of each month from 7pm – 9:30pm. b) Rob has been working on creating a Google shared folder which will provide those with the link to view all treasury reports and documents. Rob expects to have the Google shared folder ready for release sometime in November 2023. c) Amendment to Structures & Guidelines (S&G) Specialized Services section to provide an increase in rates for oral translations will be taken up at the November 2023 assembly. d) Fillable-PDFs or 'Forms' that automatically uploads to Smartsheets?) Rob has created some forms and Link is gaining knowledge that might help if other forms need to be converted to fillable-PDFs. e) Retention of paper records – We agreed that documents over 7 years old (prior to 2016) could be shredded with the exception of summary documents which might be of interest to Area Archives. Further, documents more than 3 years old, but less than 7 years, can be scanned and shredded. We'll have another discussion on where the digital records will be stored before shredding begins, and who will have access to full permissions for these files. f) Conversion to 501 (c.)(3) from a 501 (c.) (4) – Tabled to December/January. g) A question exists about how best to handle unbudgeted expenses. In the past they have been addressed at the ACM and where the amounts were large were approved, or disapproved, at the following Assembly. Rob will present on this issue at the next ACM.

The meeting was ended at 7:36pm with the Declaration of Responsibility.

**Next Finance Committee Meeting will be November 13, 2023, at 6:30pm – 8:00pm on Zoom. Meeting ID: 962 6898 7584 PWD: 964243**