

## **COMPOSITION, SCOPE AND PROCEDURE FOR AREA 93 FINANCE COMMITTEE**

The **C.C.A.A. Finance Committee's** purpose is to develop and present recommendations, based on analysis of A.A. finances, to assist C.C.A.A. in making financial decisions by an informed group conscience:

### **Primary Responsibilities:**

Annual budget for the next calendar year: .The finance committee chairperson selects a day (usually after June 1st so that we have sufficient current financial date for the year) for a budget setting meeting. After submitting the date for approval to the Area Chairman, the meeting is set and announced to all members. All interested members are invited to attend and all committee and subcommittee chairs are encouraged to attend to present their committee's budget requests. The annual C.C.A.A. budget shall first be presented to the Area Committee during the summer meeting for review, discussion and approval. It shall then be presented to the Area Assembly for discussion at the next assembly and final approval at the last assembly of the year

### **2. Other responsibilities and functions:**

- a. Unbudgeted proposed expenditures: The C.C.A.A. chairperson or the full Assembly may request a Finance Committee Review and recommendation on such proposals;
- b. Review Annual financial reports of A.A. World Services, Inc., the General Service Board, and the A.A. Grapevine, Inc.: and report any questions or significant findings (if any) at next Area Committee meeting
- c. Review Treasurer's quarterly Area financial report: The motion to accept the report is seconded by a member of the Finance Committee, preferably one who has reviewed the report or has knowledge of such a review;
- d, Inventory of material properties: This list is prepared and maintained by the Finance Committee and copies are made available, preferably at the same time each year.
- e. Insurance: The C.C.A.A. shall use reasonable efforts to seek, obtain, and retain Property Damage and Bodily Injury Liability insurance, in an appropriate amount. This insurance shall provide coverage, at a minimum, for C.C.A.A. events (as opposed to District or Group events) such as: Assembly meetings annually whether it is a one day or two day event) Pre-Conference Workshop; Five Area committee meetings; Special annual single events (Old Timers Meeting, 4-Area D.C.M. Sharing Session, and FORO (Foro Servicios Generales).
- f. Professional assistance: All tax returns and other reports to the government are a responsibility of the C.C.A.A. treasurer. The Finance Committee has the responsibility to ascertain that the tax returns and annual reports are filed at the appropriate times. The necessary documents are prepared by a Certified Public Accountant under the cognizance of the treasurer and another Area officer and/or the Finance Committee chair;

- ii. Legal professional assistance is the responsibility of the C.C.A.A. chairperson who consults with other officers, the Finance Committee chair, and others as appropriate. The C.C.A.A. chair negotiates for the services of a legal professional or group and acts as the principal liaison;
- iii. Fees are associated with professional assistance for the returns, legal affairs and possibly other matters. The fees are paid by the treasurer following review by the Finance Committee and authorization by the Area Committee meeting or Area assembly. Fees need not be proposed in the annual budget.

**MEMBERSHIP:** Any interested AA member is eligible to be an area Finance committee member. The Area Treasurer also attends the Finance Committee meetings .