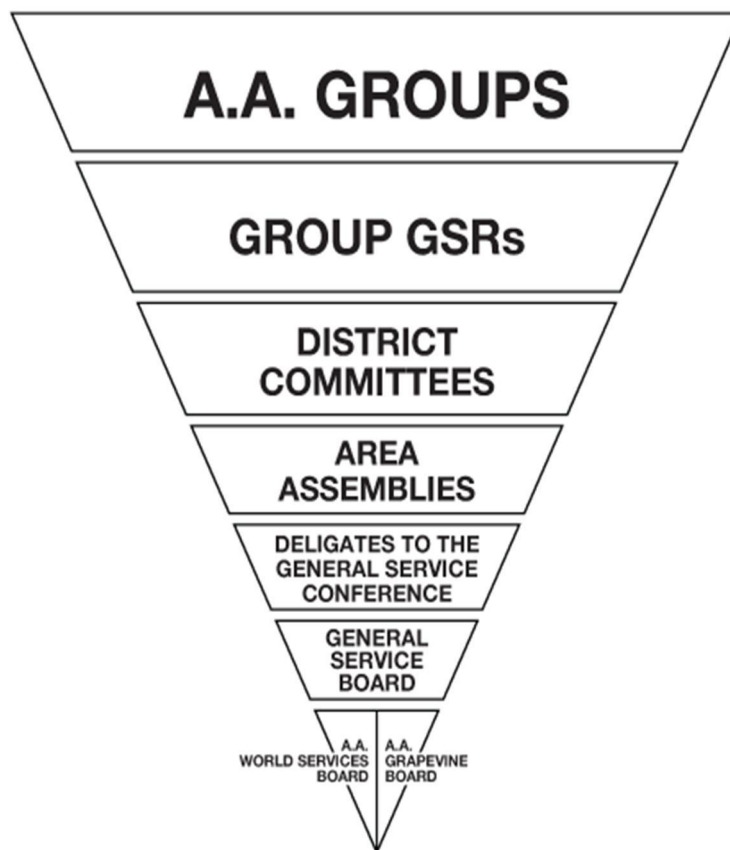


# District 28

## Financial Guidelines

STRUCTURE OF THE CONFERENCE  
(U.S. and Canada)



Ratified April 2023

## Financial Guidelines

As described in the Seventh Tradition, the District is self-supporting through contributions of those AA Groups contained in its geographical area, as well as from individual members.

- ❖ The fiscal year is January 1 thru December 31.
- ❖ District 28 will only accept contributions from AA members or groups, not to exceed current GSO contribution limits.
- ❖ The district funds will be deposited in a checking account at an insured bank of the Treasurer's choice.
- ❖ The bank financial resolution will be signed by the DCM and Treasurer.
- ❖ The DCM and Treasurer will be Designated Beneficial Owners of the account.
- ❖ The Treasurer, DCM and Alternate DCM will have check signing authority.
- ❖ Only a single signature will be required on a check.
- ❖ The Treasurer will pay all bills or invoices within 30 days of receipt with all proper documentation, as described herein.
- ❖ The Treasurer will furnish a monthly report showing bank account balance and activity, including a listing of each group contribution and check written.
- ❖ Each outgoing Treasurer will pass current records onto the next Treasurer. All paper (non-digital) records from previous Treasurers older than the current and immediate past 2-year panel will be sent to the Area 26 Archives.
- ❖ District 28 rents a P.O. Box at the Duke Road post office in Lexington. The Treasurer is responsible for checking the P.O. Box for contributions at least monthly, paying the annual rental fee, and maintaining the key.
- ❖ Anything regarding District 28 financial or fiscal policy not specifically covered in these Financial Guidelines should be submitted to the District Committee for consideration at their monthly meetings.
- ❖ Any extraordinary expenses outside of routine business may be referred to the District Committee by the Treasurer for consideration and decision.
- ❖ District 28 also can receive 7<sup>th</sup> tradition contributions via VENMO and ZELLE.

**PRUDENT RESERVE FUND:** The Treasurer will maintain a prudent reserve fund of \$1,465.00 on behalf of District 28. (This figure reflects the average 12-month expenses over a 4-year period.) The District Committee Members shall vote on any changes to the amount of the prudent reserve.

**OPERATING FUND:** The Treasurer will maintain an operating fund for District 28. The operating fund may fluctuate but should be maintained around \$400.00 to meet current District expenses. (This figure reflects a rounded average of 3 months' expenses over a 4-year period.)

**TOTAL FUNDS:** (Prudent Reserve plus Operating Fund): \$1,865.00

Annually, in the first quarter, the Treasurer will send any amount more than prudent reserve and operating fund to Area 26 unless the District Committee votes with a 2/3 majority for it to be used for an A.A. stated purpose in District 28.

## **TRAVEL EXPENSES**

- a. All transportation reimbursements will be at the rate of 50% the federal business mileage rate published at IRS.gov, rounded to the nearest penny, times the round-trip miles driven for a specific A.A. purpose.
- b. D.C.M. – Transportation reimbursement as described above plus lodging (maximum 2 nights) to each quarterly Area 26 Meeting.
- c. Alternate D.C.M. – transportation reimbursement as described above plus lodging (maximum 2 nights) to each quarterly Area 26 Meeting/Assembly.
- d. Standing Committees (for committee) – transportation reimbursement as described above for each quarterly Area 26 Meeting (Saturday only). If Area Meeting is over 50 miles from the Committee Chair's house, 1 night lodging is reimbursed. Committee Members are encouraged to travel together.
- e. The D.C.M. will also be funded to attend, in alternate years, the Southeast Regional Forum and the Southern States Alcoholics Anonymous Service Assembly (SSAASA). The Alternate will attend, if necessary, as a replacement.
- f. Miscellaneous travel expenses covered with receipts for all above listed District Members and activities: long-term parking, tolls, ground transportation (i.e., taxi, train, or bus fare). Transportation expenses are limited to the amount equal to mileage by car or economy airfare, whichever is lower.
- g. In accordance with our Seventh Tradition, any expenses for travel and lodging for the G.S.R., in connection with service activities or attendance at quarterly Area 26 Meetings/Assemblies, should be paid for by the group represented.
- h. Each District Member requesting reimbursement for travel to quarterly Area 26 Meetings/Assemblies or any other A.A. service-related activities (as voted on and approved by the District Committee prior to travel) should provide round-trip mileage (in miles) and receipts for any other expenses incurred to the Treasurer within 30 days of travel.

## **OTHER EXPENSES**

- Each standing committee of District 28 will be allocated \$50.00 per year to be spent in carrying the A.A. message, always staying within the spirit of the 12 Traditions and 12 Concepts. Any additional funds needed by a standing committee should be brought to the District Committee (preferably at a District Meeting) and are after a two-thirds majority present approval by the district 28 Committee of the stated financial request.

- District Treasury funds are to be used only for A.A. service work and will not be used for other purposes (flowers, funerals, etc.)
- The district may invite Area, Regional and General Service Office staff members to attend District functions. The invited member will be responsible for the expenses (or paid by the service entity of which they are a member) unless otherwise pre-approved by the district.
- District will not reimburse travel for out-of-town speakers without prior approval of the District Members.

### **REVISION OF FINANCIAL GUIDELINES:**

Any part of the financial guidelines may be revised at a District Committee Meeting with substantial unanimity of the groups present when voting on the change.