

# **Budget Committee Guidelines**

Approved May 18, 2019

The Board of Directors shall appoint a Budget Committee that has been traditionally approved and which shall be composed of the Treasurer, who shall serve as chairperson, and four (4) other Al-Anon members. Said Committee shall be appointed triennially for a term of three (3) years.

The Budget Committee shall meet a sufficient number of times in a given year to prepare an annual budget for presentation and discussion at each of the two (2) AWSC meetings prior to the Fall Area Assembly. To fulfill Tradition Seven's donation to the WSO, said budget shall include a minimum of a five hundred dollars (\$500.00) contribution to the WSO annually. Additionally, a recommendation shall be made to include the WSO determined full amount for the Delegate Conference Expense. See page 2 for budget template guideline.

After traditional AWSC approval and Board of Directors approval, the chairperson of this committee shall present the budget to the Fall Area Assembly for final traditional approval. After said budget receives Assembly traditional approval, the Board of Directors shall adopt said budget.

Budget Template Guideline

	Description	(Proposed Year)	(Current Year)
Expenses:			
Corporate Expenses:	Convention Seed (Date two years hence) Insurance NH DOJ Annual Charitable Trust Filing Fee NH SOS 5 years Non-Profit Corporation Fee (Due date 2020 and every five years thereafter) Tax Preparation		
Corporate Officers:	Delegate Alt. Delegate Chairperson Secretary Treasurer		
Corporate Activities:	Answering Service Archives Storage Background Checks – (Quantity X Cost) Delegate Conference Expense (Date two years hence every 3 years Stepping Stones starting with 2017 Budget approved for 2018 Expense) Fellowship Program Projects Miscellaneous Items NERD Meeting PO Box Rent Rent-Concord Hospital Website Hosting WSO Donation		
Activity Coordinators:	AA Liaison AAPP Alanews Alateen Answering Service Archivist Forum Group Records Literature Public Outreach Website		
Activity Mileage Pool:	Mileage Rate based on 1000 miles @ \$ ??		
Total			