

## SENY Budget Guidelines

Area officers are the delegate, alternate delegate, chair, treasurer and registrar. The standing committees include the 15 service committees such as PI and CPC listed in the area handbook (Articles of Association, Article VI) plus the recording secretary. Each has a SENY budget line except the convention committee. There are also budget lines for non-officer and non-standing committee expenses such as insurance, telephone and rent.

1. Under the guidance of the area chair, in consultation with the area treasurer, area officers and standing committee chairs meet annually, usually in December, to plan the area's budget for the following year.
  - a. Income expectations are based on the current year's actual income figures projected through the end of the year, and further adjusted as reasonable. Income expectations should be conservative.
  - b. Expense expectations are based on the current year's actual expense figures projected through the end of the year, and modified to allow for anticipated additional or reduced expenses line by line for the coming year.
  - c. Suggestions from the planning meeting are worked into a balanced budget by the treasurer for final approval by the full area committee.
2. Once the budget is approved, officers and standing committees are expected to work within budget.
3. For unexpected expenses, the officers and standing committee chairs should come to the committee to request additional funding before spending money not authorized.
  - a. A request for additional funding should include an explanation where and how any additional funding will be spent.
  - b. Where circumstances reasonably prevent coming to the committee for a budget amendment before spending money not authorized, the officer or standing committee chair should come to the committee as soon as possible, and certainly before accruing more than petty expenses.
4. Amendments by the area committee to the budget after initial approval should consider from where any additional funding offered will come. Are income expectations being raised? If so, there should be a justification. Will another budget line be reduced, or is the area prepared to dip into the reserve?
5. Officers and standing committee chairs are expected to travel via the least expensive mode of transportation. Travel expense is reimbursed at 30¢ per mile plus tolls and parking regardless of the mode of transportation unless only a more costly mode of transportation is available or practical (e.g., for great distances air travel is usually needed).
6. Officers and standing committees are funded as follows:
  - a. The delegate, alternate delegate and area chair are funded to attend most regional, state and area service meetings. The delegate and alternate delegate are encouraged to alternate attendance at some events where possible.
  - b. An area contribution to AAWS/GSO for "Delegate Expenses" in support of the delegate's attendance at the General Service Conference is funded by the area annually.
  - c. No officer is funded to attend the International Convention.
  - d. Standing committee chairs generally are not funded to attend the area or State convention except:
    - i. The Literature, Grapevine/LaViña and Translation committee chairs are funded to attend the area convention if covering literature sales tables or translation over the weekend. If the area should host a State or regional event, this may be similarly covered.
    - ii. The Archives chair is funded to attend the area and State conventions if bringing the area archive display. If the area should host a regional event, this may be similarly covered.

- e. Some standing committee chairs may be funded to attend special events such as the Intergroup Liaison for the Intergroup Seminar, the Corrections Chair for Bridging the Gap and the Archives Chair for the Archives Seminar. These authorizations should be made in advance of the event.
  - f. When considering requesting funding for other special events, is the event a working event for the attendee? Is attendance optional? Are other SENY officers or standing committee chairs already covering the event?
  - g. Separate budget lines are set for the expenses of the Website Committee and the Website.
  - h. Ad hoc committees have no budget. Limited funding for these committees is added to the area chair's budget.
  - i. See also the "SENY Funding Support for Events" table attached.
7. For the area Convention,
- a. the Convention does not have a budget line with the area, but functions on funds generated by that event instead;
  - b. the Convention uses the area's "Special Account" as its operating account in order to segregate all transactions for better record keeping and documentation;
  - c. at the close of each year's convention,
    - i. all obligations of the Convention need to be satisfied before any funds are transferred;
    - ii. the Convention Chair requests permission from the area Committee to leave not more than three thousand dollars (\$3,000) in the area's Special Account to serve as seed money for the following year's event (\$2,000 is usually needed to secure the hotel contract for the next convention leaving \$1,000 for committee expenses before a positive cash flow can be attained by the event);
    - iii. any funds remaining in the Special Account over and above the seed money is transferred to the area's operating or reserve account;
    - iv. the Convention provides a detailed Treasurer's Report to the area Committee;
    - v. if the Convention was not able to provide seed money for the following year, the Convention Chair must request additional funds for seed money from the area Committee;
    - vi. the area Treasurer completes new signature cards for the Special Account.
8. Officers and standing committee chairs may use their budgets as needed for service activities in good faith. The area chair and treasurer may wish to consult with individual officers or standing committee chairs where funding is being exhausted too quickly, or to help plan for unexpected activities. The area committee and assembly are entitled to question any expenditure.
9. At this time, with the exception of the delegate, alternate delegate and area chair, the area is not funding attendance at NERAASA except as specifically approved by the committee.
10. Income from the sale of AAWS and Grapevine/LaViña literature by those standing committees as a routine part of their service activity should be returned to the treasurer and not used to reimburse the expenses of those committees or to replace inventory. There is also a cap of \$500 on purchases to add to inventory without prior consultation with and approval from the area chair and/or treasurer.
11. The Literature and Grapevine/LaViña standing committees should provide the treasurer with an inventory of literature on hand at the beginning of each year.
12. For printing, postage and literature purchases:
- a. Expenses for printing, postage and literature (not literature expressly purchased for resale by the Literature and Grapevine/LaViña standing committees) will be listed against individual standing committee budget lines.
  - b. Area level printing and postage expenses for officers are listed against the general printing and postage lines, not the officers' individual budget lines.
  - c. A separate line is maintained for printing costs related to publication of *The Link* and *El Enlace* apart from the expenses of The Link Editor.

13. Officers and standing committees are encouraged to use the following codes when making purchases for SENY. For office supplies or copies at Staples use the Staples Business Rewards #3730585647 and Staples Tax Exempt #001 829 2979. These two are linked in the Staples system. (Suggest the area chair update SENY's info with Staples at the beginning of each rotation by phoning 800-611-4060. Have the SENY office phone number, 718-665-1253, available for reference when calling. By way of further reference, the Staples Rewards info is listed under "Office Supply Buyer SENY" and the tax exempt info under "Accounts Payable SENY." May also need to resubmit a copy of SENY's NYS sales tax exemption form.) SENY also has an OfficeMax Tax Exempt #000301200331 and a Home Depot Tax Exempt #7186651253. These are not charge accounts, and should be used only for SENY (i.e., not for home group, intergroup, district, county or personal use). You will still need to pay for any purchase and be reimbursed later, but SENY will save the sales tax on the purchase.
14. By area conscience, the area maintains a prudent reserve allowed to float between an amount equivalent to seven to eight months of the total annual operating budget.\* Funds accumulated in excess of that amount are reviewed for possible area use or redistribution (contribution).
15. Additional suggestions may be found in the area Handbook by reviewing the job descriptions.

\*Reserve level amended at the 6/2/09 Committee meeting.

**Notes** for "SENY Funding Support for Events" table:

- 1- Other officer or standing committee chair attendance requires Committee approval.
- 2- Additional standing committees funded only if on current year's program.
- 3- Convention Chair reimbursement decided within the Convention Committee.
- 4- Chair's attendance supported if required by the event.
- 5- Northeast Regional Convention (NERC) was last held in 2004. There have been no bids to host this event since. The event is effectively dead.

## SENY Funding Support for Events

	NERD	NERC See note #5	NERF	NERAASA See note #1	NYSC	NYSIW See note #2	SENY Conv.	SENY Committee	SENY Assembly
Delegate	X	X	X	X	X	X	X	X	X
Alt. Del.	X	X	X	X	X	X	X	X	X
Chair			X	X	X	X	X	X	X
Treasurer								X	X
Registrar								X	X
Agenda								X	X
Archives					See, 6dii		X	X	X
Convention							See note #3	X	X
CPC						X		X	X
Corrections						X		X	X
Grapevine					See, 6di		X	X	X
Intergroup								X	X
The Link								X	X
Literature					See, 6di		X	X	X
Office Mgr.								X	X
PI						X		X	X
Rec. Sec.								X	X
Sp. Needs							See note #4	X	X
Translation							X	X	X
Treatment						X		X	X
Web								X	X
Ad Hoc or Special	Funded for attendance at the discretion of the area Chair out of the Chair's budget.								