

SENY Budget & Spending Guidelines Approved Revisions up to 10/2/2023

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. If driving, travel expense is reimbursed at 40c per mile plus tolls and parking. Train, air or other modes will be reimbursed at the actual cost.
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. The Treasurer and Technology and Communications Officer will be reimbursed for their expenses in attending NERAASA, NERF, and NYSIW in the same manner as the Delegate, Alt-Delegate, and Chair.
 - d. No officer is funded to attend any International Event (Convention, Conference, etc.)
 - e. Standing committee chairs are not generally funded to attend the area 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 regional event, this may be similarly covered.

- ii. The Archives chair is funded to attend the area conventions if bringing the area archive display. If the area should host a regional event, this may be similarly covered.
 - f. 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.
 - g. Considerations when requesting funding for other special events, include whether the event is a working or optional event? Are other SENY officers or standing committee chairs already covering the event?
 - h. Separate budget lines are set for the expenses of the Website Committee and the Website.
 - i. Ad hoc committees have no budget. Limited funding for these committees is added to the area chair's budget.
 - j. See also the SENY Funding Support for Events table attached.
7. Special Events Funding is available under the following guidelines:
- a) Officers and standing committee chairs, whose usual service activity does not afford a chance for attendance at any special event are offered an opportunity to attend at least one such event in their two-year rotation. Typical events include NERAASA (even # years), NERF (odd # years) and the NYSIW (annually).
 - b) A maximum of \$500 per member per event may be available with a current area-wide cap of \$3,000 annually. (The cap may vary under each year's budget.)
 - c) Budget line of \$2000.00 for members of SENY Assembly for transportation to NERAASA. Reimbursed up to \$100.00 each with receipts, multiple people traveling in same car cannot all submit for reimbursement, first come first serve. (11/4/2018) When event is digital funds may be used for registration fees. (11/2/2020)
 - d) Those using the fund are encouraged to help extend the effectiveness of the funding by sharing accommodations and/or travel arrangements if possible.

- e) Special events do not include area, the International or other conventions.
 - f) Access to the pool is coordinated through the area chair, treasurer and area delegate consistent with established guidelines and area priorities and is requested of the area committee.
 - g) Those tapping the pool are expected to make a report back to the area on the event(s) they attend.
8. 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) the Convention adds hotel rooms for all its guests and those area officers and others who will be attending the event at the area's expense to the hotel Master Account thereby saving the area the expense of any state or local taxes on the purchase of those rooms;
 - d) 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 six thousand dollars (\$6,000) in the area's 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 \$4,000 for committee expenses for following year's 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.
9. 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.
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. SENY is exempt from the payment of NYS sales tax. An exempt certificate is available from the chair or treasurer. Purchases made under SENY's exempt certificate may be made only by SENY check, cash or debit card, and NOT personal check, credit or debit cards as this may cause the area problems with the State authorities. This is also the case for the use of any of the accounts listed in #15 below. If needed, advances of funds are available from the treasurer.

Please track use of any advanced funds, and return receipts for purchases and any unused funds to the treasurer promptly.

14. Officers and standing committees are encouraged to use the following accounts when making purchases for SENY. These are not charge accounts. They exempt the purchases from NYS sales tax, and should be used only for SENY (i.e., not AA Groups, Intergroups, 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.
 - a) For office supplies or copies at Staples use the area's Staples Business Rewards and Staples Tax Exempt (account information is available from the area chair or treasurer). These two are linked in the Staples system.
 - b) SENY has OfficeMax Rewards and Office Max Tax Exempt cards (account information is available from the area chair or treasure).
 - c) Home Depot Tax Exempt account (account information is available from the area chair or treasurer.)
 - d) SENY also has a Costco account, also tax exempt. The area's Costco card is available from the area chair and needs to be promptly returned after use.
 - e) Debit card held by the Area Treasurer. The debit card is used to pay for any recurring charges incurred by SENY that cannot be paid by check or other electronic means. The card is also used to pay for any necessary, emergency transactions.
16. 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. (The reserve level amended at the 6/2/09 Committee meeting.) Funds accumulated in excess of that amount are reviewed for possible area use or redistribution (contribution).
17. Additional suggestions may be found in the area Handbook by reviewing the job descriptions.

[illegible]

