

FINANCIAL GUIDELINES

Revised August 2021

FINANCIAL

These guidelines, as approved by the Steering Committee, are a permanent part of SEPIA policy. A copy shall be distributed to each new and current Steering Committee member. The Guidelines shall be reviewed annually by the Finance Committee. The Committee may recommend changes to the Steering Committee for consideration/approval at any time.

FINANCE COMMITTEE MISSION

The SEPIA Bylaws charter the Finance Committee to provide oversight on the Association's financial matters. As elected officers of a 501-C3 registered non-profit, the Treasurer and Assistant Treasurer undertake a fiduciary responsibility to SEPIA. Along with the Chairperson, Vice-Chairperson, Public Accountants and the SEPIA Office Manager, the Finance Committee ensures that SEPIA adheres to established systems and procedures for handling, recording, and reporting all financial matters to keep SEPIA in compliance with all federal, state and local legal requirements. Guided by the A.A. Traditions and Concepts, the Committee endeavors to operate transparently to keep the fellowship members informed.

CONTRIBUTIONS

- A. The Committee oversees receipts of contributions from groups, individuals and other acceptable A.A. sources to ensure compliance with the 7th Tradition of AA.
- B. The Committee performs periodic reviews, at a minimum annually, to determine consistency of group contributions, and based on review findings, contacts groups indicating status of their contributions compared to prior periods.
- C. The Office Manager shall prepare monthly statements/reports on contributions status for publication in SEPIA's newsletter,
Interviews.
- D. The Committee ensures that flyers and/or contribution envelopes are available at the office and at monthly Intergroup Reps meetings.
- E. SEPIA shall follow the General Service Office suggested contribution limits.

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BUDGETS

- A. The Finance Committee, in conjunction with the Office Manager, shall prepare an annual budget both for SEPIA office expenses and for SEPIA total expenditures including the office and all committee expenses and present it to the Steering Committee for approval.
- B. Prior to the conclusion of each service year, the Finance Committee shall endeavor to coordinate with the Director and Assistant Director of each 12-Step Committee and the Coordinator/Assistant Coordinator for each Zone to establish the projected expenses for the next fiscal year.
- C. The Finance Committee shall review monthly expenditures by each Committee and Zone to ensure they are within budget.
- D. The Treasurer and Office Manager shall prepare a statement of estimated annual income by source.

LITERATURE

- A. The Office Manager is responsible for literature sales with oversight by the Finance Committee. The Committee shall work with the Office Manager to determine appropriate inventory levels. Pricing policy shall be established by the Steering Committee, at the recommendation of the Office Manager and Finance Committee.
- B. The Office Manager shall report sales tax liability to the appropriate State agency within ten working days after the close of each month.
- C. The Office Manager is responsible to ensure Sales information is collected and reported in sufficient detail to satisfy state and local sales tax requirements.
- D. Currently, and unless otherwise noted by the Steering Committee, payment to SEPIA for literature sales must be in the form of cash, check, credit card, money order, or PayPal. Square may be used at the Round-Up.

SPECIAL EVENTS

- A. All Special Events shall be planned and operated to project that revenue from the event covers all anticipated expenses.
- B. Following each event, the Special Events Committee shall prepare, a report of revenue and expenses for the event and submit it to the Steering Committee, the Finance Committee, and Office Manager to make it available to the fellowship.

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PRUDENT RESERVE

- A. The Association's Prudent Reserve amount is established to be eight to twelve months of the previous year's actual expenses. The reserve shall be maintained in short-term (not more than one year) Certificates of Deposit (CDs) or other interest-bearing FDIC-insured instruments, one of which to always mature within a three (3) months interval.
- B. To the greatest extent possible, The Finance Committee shall monitor cash reserves, and in all cases notify the Steering Committee if the Association's Prudent Reserve is projected to be equal to or greater than the desired maximum Prudent Reserve.

CODE OF ETHICS

- A. As members of the SEPIA Finance Committee, we serve the Fellowship by monitoring the financial aspects of supporting the Fellowship, especially those still sick and suffering. To be faithful servants, we must ensure the health and safety of the finances by adhering to all laws and best financial practices. We must also ensure the spiritual health and safety by practicing the spiritual principles of the 12 Steps, 12 Traditions, and 12 Concepts in all our affairs. Our compliance will ensure SEPIA has the financial stability necessary to continue to carry the message of our experience, strength, and hope regardless of the circumstances.

SPENDING GUIDELINES

The following spending guidelines are recommended for expenditures that exceed the amount budgeted and approved by the Steering Committee.

- A. The Office Manager is authorized to spend no more than \$350.00 without-approval from the Finance Committee. Literature and office supplies do not apply to this guideline. In the case of an emergency, the Treasurer/Assistant Treasurer shall retain the "Right of Decision" to approve the expense in question, to ensure the ongoing operation of the SEPIA office. This exception must be reported to the Steering Committee as soon as possible.
- B. For expenditures greater than \$2,000.00 the Committee/Zone that is planning the expense shall obtain multiple competitive bids for the goods/services in question. For purchases where this practice is either impractical or otherwise not advisable, the Committee/Zone shall review the situation with the Finance Committee, and thereafter present the expense to the Steering Committee for approval before initiating the purchase. The Steering Committee shall consult with the Treasurer/Assistant Treasurer before voting on the item. The final decision on which bid to select rests with the Committee/Zone.
- C. In all cases, Committees and Zones are urged to use the Finance Committee as a resource to help plan the expense or activity under consideration, always adhering to the 12 Traditions and 12 Concepts of Alcoholics Anonymous.