

# WSEA 92 FINANCE COMMITTEE GUIDELINES

REVISED AUGUST 2023

## PURPOSE:

The WSEA 92 Finance Committee (FC) is a resource to the Area on financial matters. The committee provides oversight of WSEA 92 financial processes by monthly review of the most current financial reports of Income, Expenses, Budget, and Bank Reconciliation. Also by assessment of the financial impact of proposed motions, and by insuring timely and thorough responses to inquiries directed to the Finance Committee from the Fellowship and the WSEA 92 Committee. The FC offers support and assistance to the Treasurer and Alt. Treasurer.

In all its actions, the FC is to be guided by AA's primary purpose, principles, and AA Traditions. In all matters concerning WSEA 92 finances the committee will be open to suggestions and questions from the Fellowship.

## COMPOSITION:

- CHAIR: The Elected WSEA Alternate Treasurer is always the chair of the Finance Committee. (Newly elected Alt. Treasurer will begin attending FC meetings the month after being elected (Nov.) and assume the Chair position on January first)
- WSEA 92 Treasurer (beginning with the first FC meeting after being elected)
- Secretary (a FC Member)
- At least one past Delegate
- At least one DCM
- Past Treasurer (if unavailable, a past treasurer willing to serve)
- Up to four committee members appointed by the Chair (WSEA Alt. Treasurer), with a demonstrated interest in Alcoholics Anonymous Traditions, Concepts, and general service.

## QUALIFICATIONS:

- Have the time to serve and the ability to travel within WSEA 92 to Quarterlies and Assemblies.
- Availability to attend, in-person or via Zoom or Google Meets, monthly meetings, four quarterly meetings held prior to the WSEA 92 Quarterlies and Assemblies on dates to be determined at the previous month's meeting, the Friday night meetings at the Quarterlies and Assemblies, and special meetings called by the Chair or majority vote of the committee.
- Have at least two years of continuous sobriety.
- Have Basic computer skills.
- Have reliable internet for Finance Committee Meetings conducted on Zoom or Google Meets
- Have a basic understanding of financial statements and budgeting processes.

## FUNCTIONS OF THE FINANCE COMMITTEE:

- Meets monthly and once per quarter just prior to the Quarterly and Assembly meetings for review and preparation of reporting to the Body on the WSEA 92 finances.
- Assist members, groups, and districts in determining the budgetary impact of motions.
- Assist in the transition between the current and new Finance Committee.
- The Chair will appoint a past delegate to Chair the Financial Audit (FA) Committee.
- FINANCIAL AUDIT: Financial Audit Chair organizes a committee, coordinates with the Treasurer and Alt Treasurer to borrow financial records for the requested time period, assign duties and coordinate the date, time, and location to carry out the Financial Audit (completion by the end of the first quarter).
- Recommend process improvements for the WSEA 92 to operate with financial prudence.
- Review and make recommendations on submitted purchase requests.
- Assist with the preparation of the annual budget as needed. As stated in the WSEA 92 Handbook, the Treasurer is responsible for preparation of the WSEA 92 Annual Budget and presenting the Budget to the body at the Spring Assembly. The FC assists in that process by anticipating expenses through their regular review of the financial reports. The FC collaborates with the Treasurer on the budgeting process and members of the committee serve on the Budget Committee.
- Review and approve the annual budget for presentation to the body.
- Retain approved minutes of all Finance Committee meetings.

## GUIDING PRINCIPLES:

- The conscience of the WSEA 92 Finance Committee operates by majority vote.
- Concept X "Every service responsibility should be matched by an equal service authority – the scope of such authority to be always well defined whether by tradition, by resolution, by specific job description or by appropriate charters and bylaws."