

# AFG Area 9 – Florida North Procedures

## Evaluating Uses for Excess Funds

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From time to time, Area 9 accrues Excess Funds, or more money than is needed to support its current needs and sustain its current ample reserve. These Procedures establish a structure that Members, Groups, and Districts can use to suggest uses for the Excess Funds.

Prior to using these procedures, the Area Group Conscience relating to financial matters should be considered. First, the Area's ample reserve should be fully funded, which is currently \$25,000. Second, the Area should be able to fund upcoming expenses itemized in the most recently approved Area budget.

The Area Treasurer will determine if the Area has accrued enough Excess Funds to use these Procedures. The Area Treasurer sets and manages the Area budget each year, and knows when large expenses will be due. Panel Members are always welcome to offer suggestions to the Area Treasurer even if there are no Excess Funds available.

If the Area Treasurer believes the Area has Excess Funds available to distribute without putting the Area at financial risk, they will share this news with the Area Officers and ask the Officers for their opinions. If the Officers agree with the Treasurer's opinion, the Treasurer will draft an email to send to the Panel Members. This email will:

1. Inform the Panel that the Area has accrued excess funds beyond an ample reserve.
2. Share the estimated amount of funds the Treasurer believes can be spent at that time.
3. Encourage all District Representatives (DRs) and District Information Services Liaisons (DISLs) to share this email with their Groups and invite them to suggest uses for the Excess Funds. In line with the Links of Service, the suggestions should go to the District Leadership first, who will then send them to the Area Treasurer.
4. Suggestions should be submitted prior to the next Area World Service Committee (AWSC) Meeting.
5. Any suggestions that are time-sensitive or otherwise urgent should be clearly identified as such when submitted.

The Area Treasurer will review the suggestions and share them with the Area Officers prior to or at the next AWSC Meeting. The Area Treasurer will recommend which suggestions they believe are the most feasible. If the Officers agree, the Area Chairperson will impanel a Task Force to evaluate the suggestions. The Area Treasurer will chair the new Task Force. It is suggested the Task Force also include:

1. The Area Public Outreach Coordinator or someone from the Coordinator's public outreach committee
2. The Area Alateen Coordinator or the Area Alateen Process Person
3. Two to three DRs and/or DISLs from the current Panel, ideally but not limited to Districts that did not submit ideas for the funds to be used

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The Task Force will meet and agree on a meeting schedule based on the number of suggestions it is considering. It will apply the tenets of Knowledge-Based Decision Making (KBDM) to consider each suggestion. The Task Force's consideration process may communicate directly with the Member(s) who came up with the original suggestion. Email is preferred for communication so the Task Force can copy the Member's DR and/or DISL at the same time.

Traditionally, when the Area has Excess Funds, it considers donating a portion of them to the World Service Office (WSO). The ongoing health of Area 9 and Al-Anon as a whole depends on the WSO continuing its mission. The Task Force should consider the WSO's current financial situation.

It is suggested that the Task Force come to a consensus before the next AWSC Meeting to present its recommendation to the AWSC Panel to consider. If the AWSC Panel approves the recommendation, it will be sent to the next Area Assembly for the GRs to approve.

The Area's Group Conscience is that the AWSC Panel may approve expenses up to \$2,000 without the approval of the Assembly. Therefore, the AWSC Panel may approve the Task Force's recommendation if it is less than \$2,000 without the Assembly's approval. However, this option should be used sparingly, and for cases involving a time-sensitive request or other urgent need.

The Area Treasurer will have the authority to cancel an approved payment if unforeseen expenses use up the excess funds. The Area Reserve Fund will not be used to fulfill an approved expenditure.