

AFG Area 9 – Florida North Guidelines

Hosting an Area Event

Thank you for standing to host an Area 9 Event! It is the enthusiasm and willingness of Al-Anon members in our Groups and Districts that enable us to have such a strong Area. The Area Officers and members of the Board of Directors of NFA AFG, Inc. hope we can support you and your District as you move forward.

Feel free to reference these Guidelines and work with your committees, your District volunteers and the Area Panel. We are all in this together and are very grateful for your service. We encourage strong and clear communication between the Event committee, the Hosting District and the Area Officers. This way we can all help each other create an exciting, successful and spiritual Event!

Checking Accounts

If your Event is going to have a checking account, then you will need to coordinate with the Area Treasurer who must personally open a business checking account. You may choose the bank, but you will need to cooperate to find a mutually beneficial time to make this happen in person. So far this has been done with the Area Treasurer and one or two members of the Event Committee (often the Event Chair and Event Treasurer). The account is then turned over to the Event. After all monies are collected and bills paid, the checks and info are given to the Area Treasurer who closes the account. Usually done within one month after the event. All monies taken in beyond expenses belong to Area 9.

Signing Contracts

If your Event requires a signed contract this must be done by the Area Chairperson. If you are using a hotel we STRONGLY recommend that you use a meeting planner in preparation for booking. This service is free to the Area, and often leads to savings since the contracts are negotiated to our advantage. There are many options in who to use, please contact the Area Chairperson for help.

The IRS Letter of Determination and Florida Department of Revenue Consumer's Certificate of Exemption are available from the Area Secretary. Be aware these are to be used in conjunction with Event contracts and items paid directly from Event Funds. Per Florida law "When payment is made with the personal funds of an authorized representative, the purchase is subject to tax, even if the representative is subsequently reimbursed with the organization's funds."¹ They are not to be used by individuals who are purchasing things and being reimbursed by your committee or by the Area.

¹ Florida Department of Revenue website, Nonprofit Organizations and Sales and Use Tax http://floridarevenue.com/taxes/businesses/Pages/nonprofit_sales_tax.aspx

Contracts are signed between NFA AFG, Inc. and any other entity. Please use this name and the Area's current official address on all Event contracts. The contact person may be the Event Chair.

Event Website and Event Chair Email

You may want to work with the Area Technology Coordinator to create an Event website that is attached to our Area site (www.AFGArea9.org) please work with the Technology Coordinator for the Event Chair email.