

Ad Hoc for Finance  
Recommendations

The KASO Office was closed at the end of 2015 and the duties performed by our office manager were distributed to the Area Officers and Area Chairs in 2016. We have not conducted any formal reviews since the Area made these changes. Since a large portion of these duties moved to the Treasurer, the Ad Hoc committee has reviewed how we are performing these duties, what reports are being used, and what we feel is a more sustainable budget. The committee recommendations are as follows:

Budget Proposal

- I. The committee recommends that we move the balance due to SWRAASA 2030 CD to meet \$12,000 seed money amount approved by the assembly in 2023 and begin the \$500.00 seed money funding beginning in 2025.
- II. The committee recommends that we reestablish an Area 25 PO Box for contributions and that no personal addresses be used to receive Area contributions.
- III. The committee recommends the Area adopt the attached budget proposal for 2025. **(See pages 3 & 4)**
- IV. The committee recommends that in 2026, the Budget Committee set their budget to match the previous year Area contributions.
- V. The committee recommends that an Ad Hoc committee be formed to determine what documents can be anonymity protected and made available on the Area Website instead of printing. This review should include all: Area Committee and Assembly meeting documents, area roster, GFP and any other documents currently being printed. It is further recommended that the Area Financial Reports will remain in printed form for Committee and Area Assembly meetings.
- VI. The committee recommends that the KAAAAI Board assist in the review of financials and bring any concerns or recommendations to the Assembly in their Board reports.

Report Proposal

- I. The Committee recommends that the Area adopt the following reports to be presented at the Area Assembly and Area Committee Meetings for financial reporting to Area members, and that the Quarterly reports be made available at the October 2024 Committee Meetings. **(see pages 5 thru 11)**

It is further understood that format may vary, but what is being reported on these documents should be part of all future financial reports to the Area.

- II. The committee recommends that the Area add the following financial reports to our CPA's engagement letter: Quarterly Documents for the State Conference, and Quarterly Budget vs Actual with Prior Year and Current Year Actuals for the Area.
  - CPA's current engagement letter: Quarterly Financial Statements and 990 Tax Filing
- III. The committee recommends that the CD's listed under Current Assets on the Balance Sheet should be labeled along with number associated with that CD. Example: SWRAASA Seed Money CD 3192.
- IV. The committee recommends that a list of the transactions, and full report be given to the Area members detailing why we went over budget in 2023 on the following line items:
  - a) Area Web Expense, Yellow Can Literature, Bldg. & Facilities Area, Other Expense Area, and Printing Outside Area
  - b) An explanation of why the contribution to the GSO Area was not paid in 2023
  - c) An explanation of why, and a transaction list for the 2024 April Financial report regarding line item: Other Expenses, that is over by \$4,029.92
  - d) An explanation of the Unrestricted Net Assets of -\$4694.56 on the April 2024 Balance sheet.

**Treasurer and Alt Treasure Guideline Changes (See pages 12 thru 14)**

- I. The committee recommends the following changes to Treasurer Guidelines:
  - Replace guideline number one with changes shown in 1., a.
  - Grammatical correction to guidelines 2, 3, 6, 8 and 9
- II. The committee recommends the Area approve adding Standard Operating Procedures to Treasurer Guidelines.
- III. The committee recommends the Area approve adding Standard Operating Procedures to Alt. Treasurer Guidelines.
- IV. The committee recommends the Area review all Officer(s) and Chair(s) guidelines to determine if there are standard operating procedures that should be added to their current guidelines, and include what can be submitted for reimbursement from their budget.

Area 25 Budget  
Proposal 2025

Account	2019	2022	2023	2023	2023	Exp. 2019,	2024	2025
	Expense	Expense	Budget	Expense	Over Budget	2022, 2023	Budget	Budget Proposal
Delegate Expense Area	3014.34	3037.00	3500	1352.00	-2148.00	2467.78	3500	3000
GS Conference Registration	3000.00	3000.00	3000	3000.00	0.00	3000.00	3000	2800
Alt Delegate Expense	1300.00	655.00	1200	674.00	-526.00	876.33	1200	350
Area Chairperson Expense	1000.00	702.00	1200	814.00	-386.00	838.67	1200	350
Alt. Area Chairperson Exp	199.90	316.00	1000	0.00	-1000.00	171.97	1000	250
Area Secretary	145.57		1000		-1000.00	48.52	1000	350
Alt. Area Secretary	37.92		200		-200.00	12.64	200	150
Area Treasurer	319.82	427.00	1000	852.00	-148.00	532.94	1000	350
Alt. Area Treasurer	0.00		200		-200.00	0.00	200	300
Public Information Area	0.00	1100.00 **	1000	625.00	-375.00	575.00	1000	250
Treatment Chair Area	390.37		1000		-1000.00	130.12	1000	250
Corrections Chair Area	770.20	759.00	1000	822.00	-178.00	783.73	1000	250
CPC Chair Area	195.06	98.00	1000	416.00	-584.00	236.35	1000	250
GFP Editor (chair)	119.80	808.00	1000	338.00	-662.00	421.93	1000	250
Literature Chair	892.73	295.00	1000	1000.00	0.00	729.24	1000	250
Service Manual Purchase	784.80		0		0.00	261.60	0	0
Chronicler Chair Area	755.78	423.00	1000	865.00	-135.00	681.26	1000	250
Chronicler Supplies Expense	42.40		200		-200.00	14.13	200	0
Grapevine Chair Area	287.89	286.00	1000	369.00	-631.00	314.30	1000	250
Accessibilities Chair	2460.57	179.00	1000		-1000.00	879.86	1000	250
Al-Anon Liason	1150.00		1000		-1000.00	383.33	1000	250
Registrar	1133.59	124.00	1000	574.00	-426.00	610.53	1000	250
Web Chair Area	764.66	34.00	1000	811.00	-189.00	536.55	1000	350
Area Website Expense	78.68	643.00	1908	2652.00	744.00 **	1124.56	2500	1600
Yellow Can Literature	0.00	0.00	0	100.00	100.00 **	33.33	0	0
Postage Grape Free Press	0.00	67.00		94.00	94.00 **	53.67	0	0
Copier Paper GFP	491.00	0.00	0		0.00	163.67	0	0
GFP Outside Printing/Rent	0.00	968.00	1200	741.00	-459.00	569.67	1200	200
<b>Total Officer/Committee</b>	<b>19335.08</b>	<b>13921.00</b>	<b>27608.00</b>	<b>16099.00</b>	<b>-11509.00</b>	<b>16451.69</b>	<b>28200.00</b>	<b>12800</b>
Bldg. & Facilities Area	2965.32	13087.00 **	5000	5514.00	514.00 **	7188.77	6000	7300
Area Manuals	0.00				0.00	0.00	0	0
Memorial Contr. GSO Area	400.00	400.00	400	400.00	0.00	400.00	400	190
Contribution to GSO Area	1200.00	1200.00	1200		-1200.00 **	800.00	1200	1000
Speaker Travel Area	390.61	2932.00 **	1000	938.00	-62.00	1420.20	1000	700
Speaker Meals Area	99.47	190.00	200	125.00	-75.00	138.16	200	100
Speaker Rooms Area	260.74	269.00	500	348.00	-152.00	292.58	500	300
Other Expense Area	4819.76	1425.00 **	100	6287.00	6187.00 **	4177.25	100	0
Translator				203.00	203.00 **	67.67	0	250
SWRAASA Seed Money					0.00		500	500
Next/Last Years Conf Exp	0.00	**			0.00	0.00	0	0
<b>Total Other Expenses</b>	<b>10135.90</b>	<b>19503.00</b>	<b>8400.00</b>	<b>13815.00</b>	<b>5415.00 **</b>	<b>14484.63</b>	<b>9900.00</b>	<b>10340</b>

Area 25 Budget  
Proposal 2025

	2019	2022	2023	2023	2023	Average Exp. 2019, 2022, 2023	2024	Budget Proposal
General Operating Exp.	Expense	Expense	Budget	Expense	Difference		Budget	
Bank Service Charge	6.00	142.00	0		0.00	49.33	0	0
PaPal Exp	0.00				0.00	0.00	0	0
Accounting Fees	785.00	3065.00	2025	2000.00	-25.00	1950.00	2025	3200
Printing Outside Area	2120.20	4265.00 **	4000	6579.00	2579.00 **	4321.40	6000	1500
Postage Area	0.00	14.00	250		-250.00	4.67	100	68
PO Box Rent Area	203.00	107.00	0		0.00	103.33	0	220
Office Supplies Area	32.94	61.00	100		-100.00	31.31	100	100
Insurance	500.00	500.00	500	570.00	70.00	523.33	600	570
Telephone Exp	0.00				0.00	0.00	0	0
Cntract Labor	0.00				0.00	0.00	0	0
Storage Rent	550.00	720.00	720	836.00	116.00	702.00	900	660
Computer Soft/Hard Area	0.00	1037.00	500	480.00	-20.00	505.67	659	540
Computer Internet Serv.	0.00				0.00	0.00	0	0
<b>Total General Op. Exp</b>	<b>4197.14</b>	<b>9911.00</b>	<b>8095.00</b>	<b>10465.00</b>	<b>2370.00</b>	<b>8191.05</b>	<b>10384.00</b>	<b>6858</b>
	33668.12	43335.00	44103.00	40379.00	-3724.00	39127.37	48484.00	29998
<b>TOTALS</b>								
<b>Total Expenses</b>	<b>33668.12</b>	<b>43335.00</b>		<b>40379.00</b>		<b>39127.37</b>		
<b>Total Income</b>	<b>28611.35</b>	<b>33957.00</b>		<b>40007.00</b>		<b>34191.78</b>		
<b>Net Income</b>	<b>-5056.77</b>	<b>-9378.00</b>		<b>-372.00</b>		<b>-4935.59</b>		
<b>AREA INCOME LESS AREA CONFERENCE</b>						<b>2019,22,23</b>		
	<b>2019</b>	<b>2022</b>		<b>2023</b>		<b>Average</b>		
<b>Income</b>	<b>28611.35</b>	<b>23377.00</b>		<b>31511.00</b>		<b>27833.12</b>		

Group and District Contributions average contributions remain around \$25,000

Kansas Area Assembly of Alcoholics Anonymous  
Income Statement  
For the Twelve Months Ending December 31, 2015

	Oct.-Nov This Year	Oct.-Nov. Last Year	2015 Annual Budget	Year to Date This Year	Year to Date Last Year
<b>Revenue</b>					
District 1 Group Contributions	0.00	0.00	0.00	57.00	117.00
District 2 Group Contributions	25.00	0.00	0.00	25.00	0.00
District 3 Group Contributions	300.00	300.00	0.00	300.00	300.00
District 4 Group Contributions	70.00	200.00	0.00	615.00	860.00
District 5 Group Contributions	435.00	660.04	0.00	2,070.31	2,294.04
District 6 Group Contributions	400.00	0.00	0.00	1,248.50	870.00
District 7 Group Contributions	0.00	0.00	0.00	0.00	0.00
District 8 Group Contributions	462.97	552.72	0.00	2,436.54	2,345.41
District 9 Group Contributions	310.70	355.82	0.00	1,364.59	879.75
District 10 Group Contributions	1,034.75	1,269.16	0.00	5,313.92	5,326.96
District 11 Group Contributions	20.00	20.00	0.00	40.00	80.00
District 12 Group Contributions	0.00	75.00	0.00	190.00	315.00
District 13 Group Contributions	160.00	65.00	0.00	335.00	185.00
District 14 Group Contributions	90.00	145.00	0.00	770.00	711.00
District 15 Group Contributions	521.85	491.00	0.00	903.85	941.00
District 16 Group Contributions	345.00	410.00	0.00	920.00	1,790.00
District 17 Group Contributions	40.00	40.00	0.00	366.00	279.00
District 18 Group Contributions	95.00	105.00	0.00	1,053.00	645.00
District 19 Group Contributions	694.17	442.83	0.00	2,660.41	2,488.00
District 20 Group Contributions	40.00	50.00	0.00	185.00	240.00
District 21 Group Contributions	8.75	16.00	0.00	183.75	166.00
District 22 Group Contributions	34.65	0.00	0.00	236.25	0.00
District 23 Group Contributions	571.59	335.36	0.00	3,064.69	2,398.00
District 24 Group Contributions	45.00	145.00	0.00	380.00	420.00
District 26 Group Contributions	50.00	50.00	0.00	275.00	200.00
District 27 Group Contributions	30.00	0.00	0.00	120.00	40.00
District 30 Group Contributions	10.00	20.00	0.00	307.65	311.65
District 31 Group Contributions	63.00	40.00	0.00	243.00	40.00
<b>Total Group Contributions</b>	<b>5,857.43</b>	<b>5,787.93</b>	<b>0.00</b>	<b>25,664.46</b>	<b>24,242.81</b>
<b>Other Income Area</b>					
Birthday Contributions	0.00	48.00	0.00	72.20	114.55
District Contribution Area	185.00	1,800.00	0.00	4,389.25	3,319.46
Grape Free Press Subscription	0.00	0.00	0.00	0.00	5.00
Service Manual Sales	31.00	61.00	0.00	80.00	194.25
Coffee Kitty Donation Area	26.00	0.00	0.00	26.00	85.55
Interest Income Area	8.48	4.25	0.00	8.48	15.32
Memorial Contribution to Area	0.00	0.00	0.00	0.00	100.00
Income Assembly Meeting Basket	232.65	204.75	0.00	1,733.15	1,893.00
<b>Total Other Income Area</b>	<b>483.13</b>	<b>2,118.00</b>	<b>0.00</b>	<b>6,309.08</b>	<b>5,727.13</b>
<b>Total Area Income</b>	<b>6,340.56</b>	<b>7,905.93</b>	<b>0.00</b>	<b>31,973.54</b>	<b>29,969.94</b>
<b>Conference Contributions</b>					
Conference Contributions	2,302.80	0.00	0.00	4,217.39	1,960.82
<b>Total Contributions to KASO</b>	<b>2,302.80</b>	<b>0.00</b>	<b>0.00</b>	<b>4,217.39</b>	<b>1,960.82</b>
<b>Total Income</b>	<b>8,643.36</b>	<b>7,905.93</b>	<b>36,319.00</b>	<b>36,190.93</b>	<b>31,930.76</b>

**Kansas Area Assembly of Alcoholics Anonymous**  
**Income Statement**  
**For the Twelve Months Ending December 31, 2015**

	Oct.-Nov This Year	Oct.-Nov. Last Year	2015 Annual Budget	Year to Date This Year	Year to Date Last Year
<b>Expenses</b>					
Delegate Expense Area	799.89	593.47	2,000.00	1,983.96	2,000.00
GS Conference Registration	0.00	0.00	1,600.00	1,600.00	1,600.00
Alt Delegate Expense	400.00	225.00	400.00	400.00	400.00
Public Information Area	0.00	0.00	100.00	0.00	0.00
Treatment Chair Area	0.00	0.00	100.00	100.00	0.00
Corrections Chair Area	0.00	0.00	100.00	100.00	0.00
CPC Chair Area	0.00	0.00	100.00	0.00	0.00
GFP Editor	33.11	0.00	100.00	33.11	0.00
Literature Chairman	0.00	0.00	100.00	34.07	25.28
Service Manuals Purchased	0.00	0.00	0.00	59.25	221.23
Chronicler Chair Area	0.00	0.00	100.00	0.00	0.00
Chronicler Supplies Expense	0.00	0.00	0.00	0.00	37.59
Grapevine Chair Area	0.00	0.00	100.00	0.00	0.00
Special Needs Chairman	0.00	0.00	100.00	0.00	11.84
Web Chair Area	0.00	0.00	100.00	0.00	0.00
Area Website Expense	0.00	0.00	300.00	186.42	0.00
Postage Grape Free Press	127.80	42.90	300.00	289.94	304.99
Copier Paper GFP	0.00	0.00	200.00	111.04	69.85
Copier Rent GFP	234.75	233.97	940.00	936.92	935.88
Copies GFP	0.00	0.00	0.00	20.54	111.40
Bldg & Facilities Area	429.40	0.00	1,300.00	1,539.78	1,638.09
Coffee Expense	0.00	0.00	0.00	0.00	54.03
Area Manuals	0.00	0.00	200.00	204.84	174.00
Memorial Contr GSO Area	100.00	100.00	400.00	400.00	400.00
Speaker Travel Area	0.00	0.00	500.00	416.47	0.00
Speaker Meals Area	0.00	0.00	50.00	90.78	0.00
Speaker Rooms Area	0.00	0.00	200.00	149.60	0.00
Bank Charges	0.00	6.00	0.00	0.00	11.25
PayPal Expense	1.95	5.80	25.00	3.90	13.82
Accounting Fees	0.00	0.00	400.00	385.00	385.00
Printing Outside Area	0.00	0.00	250.00	119.84	380.38
Postage Area	147.00	71.45	250.00	315.96	290.67
P O Box Rent Area	0.00	0.00	62.00	62.00	62.00
Office Supplies Area	21.81	56.88	200.00	138.57	237.98
Off Mngr Travel Exp Area	0.00	0.00	0.00	0.00	328.37
Copier Paper Area	0.00	0.00	400.00	304.95	296.75
Copier Rent Area	702.84	700.59	2,810.00	2,805.36	2,802.36
Copies Area	0.00	0.00	0.00	47.93	320.26
Insurance, Office & Equipment	0.00	0.00	525.00	507.00	504.00
Telephone Exp Office Area	14.71	75.00	300.00	293.69	408.08
Ins Work Comp Area	0.00	0.00	298.00	264.00	271.00
Office Expense	1,095.08	0.00	0.00	1,095.08	0.00
Other Expense Area	0.00	0.00	100.00	40.00	40.00
Salary & Wages Area	3,040.56	3,040.56	12,163.00	12,162.24	12,162.24
Payroll Tax Employer Area	232.62	232.62	930.00	930.48	930.48
Employers QU Wage Contribution	6.91	0.00	180.00	28.81	5.17
Office Rent Area	765.00	765.00	3,060.00	3,060.00	3,060.00
Utilities Area	96.00	96.00	384.00	384.00	384.00
Computer Soft/Hardware Area	44.90	0.00	120.00	171.49	59.99
Computer Internet Service	30.00	30.00	120.00	120.00	120.00
Next/Last Years Conf Expenses	0.00	0.00	4,352.00	4,351.91	0.00
<b>Total Expenses</b>	<b>8,324.33</b>	<b>6,275.24</b>	<b>36,319.00</b>	<b>36,248.93</b>	<b>31,057.98</b>
<b>Net Income</b>	<b>319.03</b>	<b>1,630.69</b>	<b>0.00</b>	<b>(58.00)</b>	<b>872.78</b>

4th Quarter 15 KAA Income St.

KANSAS AREA ASSEMBLY OF ALCOHOLICS ANON  
 Balance Sheet  
 December 31, 2015

ASSETS

Current Assets		
Sunflower Bank checking*	\$ 11,877.64	
Prudent Reserve Sunflower Bank	17,000.00	
Sunflower Bank CD	8.48	
Prepaid Expense 2016	<u>932.40</u>	
 Total Current Assets		 29,818.52
Property and Equipment		
Office Equipment	825.00	
KASO Accumulated Depreciation	<u>(825.00)</u>	
 Total Property and Equipment		 0.00
Other Assets		
 Total Other Assets		 <u>0.00</u>
 Total Assets		 <u><u>\$ 29,818.52</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
 Total Current Liabilities		 0.00
Long-Term Liabilities		
 Total Long-Term Liabilities		 <u>0.00</u>
 Total Liabilities		 0.00
Capital		
Net Assets	\$ 29,876.52	
Net Income	<u>(58.00)</u>	
 Total Capital		 <u>29,818.52</u>
 Total Liabilities & Capital		 <u><u>\$ 29,818.52</u></u>

\*The Kansas Area Assembly and the Kansas State Conference checking account funds reside in one checking account.

Kansas Area State Conference  
Income Statement  
For the Twelve Months Ending December 31, 2015

	Oct.-Nov This Year	Oct.-Nov. Last Year	Year to Date This Year	Year to Date Last Year
<b>Revenues</b>				
Coffee Income	\$ 0.00	\$ 0.00	\$ 1,457.28	\$ 1,313.26
Conference Registration	0.00	60.00	13,334.00	9,945.00
Donations to Conference	0.00	0.00	580.00	0.00
Banquet	0.00	0.00	606.10	0.00
Ice Cream Social	0.00	0.00	253.00	0.00
Marathon Mtg Income	0.00	0.00	152.20	0.00
Other Income	0.00	0.00	59.00	1,157.09
Hospitality Room Income	0.00	0.00	1,632.97	623.19
<b>Total Revenues</b>	<b>0.00</b>	<b>60.00</b>	<b>18,074.55</b>	<b>13,038.54</b>
<b>Expenses</b>				
Bank Charges Conference	(1.95)	0.00	4.05	0.00
Badges & Name Tags	0.00	0.00	301.92	262.19
Band/Entertainment	0.00	0.00	0.00	450.00
Bldg & Facilities	0.00	0.00	3,535.62	3,518.08
Audio/Visual	0.00	0.00	26.00	0.00
Coffee Expense	0.00	0.00	2,474.22	4,221.16
Ice Cream Supplies	0.00	0.00	398.81	437.24
Outside Printing	0.00	0.00	676.72	518.56
Flyers/paper	0.00	0.00	0.00	110.15
Signs & Posters	0.00	0.00	138.85	0.00
Postage	0.00	0.00	228.78	70.38
Hospitality & Courtesy	0.00	0.00	1,394.41	523.37
Office Supplies	0.00	0.00	17.45	57.56
Committee Lodging	0.00	0.00	1,726.35	1,680.30
Speaker Travel	0.00	0.00	2,649.80	3,010.32
Speaker Gifts	0.00	0.00	340.03	177.07
Speaker Meals	0.00	0.00	339.25	206.16
Speaker Rooms	0.00	0.00	690.54	1,344.24
Bank Charges	0.00	0.00	0.00	6.00
Other Expense	0.00	0.00	234.71	709.67
PO Box Rent	0.00	0.00	92.00	88.00
Speaker Appreciation Dinner	0.00	0.00	797.22	0.00
Transfer profit to area	2,007.82	0.00	2,007.82	0.00
<b>Total Expenses</b>	<b>2,005.87</b>	<b>0.00</b>	<b>18,074.55</b>	<b>17,390.45</b>
<b>Net Income</b>	<b>(\$2,005.87)</b>	<b>\$60.00</b>	<b>\$0.00</b>	<b>(\$4,351.91)</b>

Kansas Area State Conference  
Balance Sheet  
December 31, 2015

ASSETS

Current Assets		
Sunflower Bank - conference*	\$	2,995.60
2016 Conference Prepaid Exp		<u>226.96</u>
Total Current Assets		3,222.56
Property and Equipment		
Total Property and Equipment		0.00
Other Assets		
Total Other Assets		<u>0.00</u>
Total Assets	\$	<u><u>3,222.56</u></u>

LIABILITIES AND EQUITY

Current Liabilities		
2016 conference income	\$	<u>222.56</u>
Total Current Liabilities		222.56
Long-Term Liabilities		
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		222.56
Equity		
Funded Capital		3,000.00
Net Income		<u>0.00</u>
Total Equity		<u>3,000.00</u>
Total Liabilities & Equity	\$	<u><u>3,222.56</u></u>

\*The Kansas Area Assembly and the Kansas State Conference checking account funds reside in one checking account.

## Kansas Area Assembly of Alcoholics Anonymous Income by Customer Summary

January 1 - April 3, 2024

District	Group/Entity Name	Income	Expenses	Net Income
4	Oak St Noon Group	25.00		25.00
4	Oak Street A.A. Group	10.00		10.00
5	Martin Street Group	30.00		30.00
6	Crossroads Group	113.55		113.55
6	District 6	1,656.20		1,656.20
6	Downtown Group	40.00		40.00
6	The Week That Was	40.00		40.00
7	Burgers in Bern	29.45		29.45
7	Wild Bunch	54.00		54.00
8	By the Book Group	80.00		80.00
8	Friday Night Live Group	87.00		87.00
8	Recovering Women's Group	95.30		95.30
9	Leavenworth Group 1	57.93		57.93
10	College Nooners Group	185.00		185.00
10	Four Reasons Group	511.68		511.68
10	It's Never Too Late Group	184.00		184.00
10	Nuts & Bolts Group KC	220.00		220.00
10	Simply AA Group KC	439.90		439.90
10	Sobriety First	25.00		25.00
11	Back to Basics Scott City	50.00		50.00
14	Carbondale Group	50.00		50.00
15	Oswatomie Downtown Group	275.00		275.00
16	Ulysses Group	90.00		90.00
19	District 19	442.15		442.15
19	East Side Group	300.00		300.00
19	Freedome to Change Wichita	83.16		83.16
19	New Life Group	50.00		50.00
19	North Rock Group	230.00		230.00
21	Maple Park	100.00		100.00
23	Famous Baldwin Group	300.00		300.00
23	Freedom Group Lawrence	677.88		677.88
23	Nuts & Bolts Lawrence	100.00		100.00
23	Sunshine Group	75.00		75.00
26	District 26	100.00		100.00
26	Gateway Group	100.00		100.00
27	Almas Alegres Grupo	50.00		50.00
27	Buscando Mi Nueva Vida	40.00		40.00
27	District 27	50.00		50.00
27	Grupo Resurrecion	50.00		50.00
31	District 31	115.00		115.00

N/A	11th Step Group-DON'T USE	110.99	110.99
N/A	Area Assembly/Committees	801.00	801.00
N/A	Conference Income	540.00	540.00
N/A	New Journey at New Dawn	30.00	30.00
N/A	Wichita Fellowship Club	45.00	45.00
	Sharon Foster	20.00	20.00
	<b>TOTAL</b>	<b>\$ 8,759.19 \$</b>	<b>0.00 \$ 8,759.19</b>

Wednesday, Apr 03, 2024 07:54:15 AM GMT-7 - Accrual Basis

Proposed Guideline Changes – Treasurer / Alt. Treasurer

- I. **The committee recommends the following changes to Treasurer Guidelines:**
- **Replace guideline number one with changes shown in 1., a.**
  - **Grammatical correction to guidelines 2, 3, 6, 8 and 9**

**Current Treasurer Guidelines**

1. Area Treasure should be a careful guardian of Area funds with an eye to preventing foolish or extravagant outlays of Committee money.
    - a. **Area Treasurer should be a careful guardian of Area funds ~~with an eye to preventing foolish or extravagant outlays of Committee money monies, and to ensure reimbursements are in accordance with the Area 25 guidelines.~~**
  2. Area ~~Treasure~~ Treasurer shall be bonded and a member of the KAAAAI Board.
  3. The bank signature card will be signed by the following: Area ~~Treasure~~ Treasurer, Alternate ~~Treasure~~ Treasurer, Area Chairperson, Alternate Chairperson, and Conference Chairperson. All Area Assembly checks will require two signatures with one of those being the Area ~~Treasure~~ Treasurer or Alternate ~~Treasure~~ Treasurer.
  4. Passes the basket at the Area Assembly and Area Committee meetings.
  5. Works with appointed members of the Audit and Budget Committee.
  6. Gives quarterly report on financial condition of the Area Assembly.
    - a. **Gives a quarterly report on financial condition of the Area Assembly.**
  7. Reminds Area Assembly that it traditionally contributes to GSO on a quarterly basis.
  8. Area ~~Treasure~~ Treasurer is a member of the Area Conference Committee, KAAAAI Board, and the Budget Committee.
  9. The ~~Treasure's~~ Treasurer's duties are outlined in detail in the **A.A. Service Manual**, please read your manual for more information.
  10. Elected for a two (2) year term by the Area Assembly.
- II. **The committee recommends the Area approve adding Standard Operating Procedures to Treasurer Guidelines.**

**Proposed Standard Operating Procedure (ADD)**

- a) Maintain post office box, and pick up mail weekly or as needed. The Treasurer and Area Chair will have a key to the Area post office box.
- b) Record contributions received in P.O. Box, (Group, District, Town, & address) Deposit in Area 25 Bank account weekly.

Proposed Guideline Changes – Treasurer / Alt. Treasurer

- c) Email monthly contributions report to the Alternate Treasurer for Thank You notes to be sent.
- d) All Area financials are to be kept in our Online Quickbooks platform and maintained by Area Treasurer and CPA.
- e) Maintain bank checking account, money market account, and reconcile these accounts monthly. All income and expenses should be entered by the last day of each month so reconciliation can be complete within the first week of the following month.
- f) Confirm CPA has all necessary documentation for financials, and that the monthly reconciliation is complete a week prior to when Quarterly Reports are to be published.
- g) Be able to explain all items in depth and answer all questions from both the KAAAAI Board as well as the Area Assembly regarding finances and reporting.
- h) Keep Area 25 financials separate from the Area Conference financial, and report them separately.
- i) Make certain that annual 990 form and the filing of the 990 is complete in accordance with the IRS. (CPA files annual 990)
- j) Make certain all reports are available to KAAAAI Board and Area Assembly in printed form quarterly.
- k) Once the Financial Report has been approved by the Area, they are sent to the Web Chair to be posted under Document Library.
- l) Once the Audit Committee Report has been approved by the Area, all financial documents are to be taken to storage and any financial documents older than 5 years will be destroyed.
- m) Be on site at Area Committee meetings and Area Assembly meetings thirty minutes prior to start, and thirty minutes after the close of these meetings.
- n) Be on site at Area Conference in accordance with Conference guidelines
  - \*Provide seed money to Conference Registrar
  - \*Collect proceeds from Committee chairs during the Conference
  - \*Utilize a second person when counting money at conference to ensure accuracy.
  - \*Reimbursements for Host and Guests are to be issued to them by the close of the Conference
  - \*Deposit money in Area bank account on Saturday morning to limit financial exposure
- o) Check expense vouchers for accuracy and make certain the reimbursement matches Area 25 Guidelines for reimbursement before signing off and making payment.
- p) Maintain proper recording of all expenses.
- q) Prepare and send reimbursement checks to member(s) weekly.
- r) Expenses are not to exceed approved budget unless: a) Assembly has approved, or b) The Treasurer and Area Chair are in agreement disbursement must be made. This action must be reported in the next financial report to the Area.

Proposed Guideline Changes – Treasurer / Alt. Treasurer

- s) All deposits and disbursements must be recorded in Quickbooks by December 31<sup>st</sup> of the current year for final year end reconciliation. No expenses are to be carried over to the next year without the Area Assembly's approval.

Current Guidelines Alternate Treasurer

1. Alternate Treasurer will assist the Area Treasurer in fulfilling all of the above duties
  2. Will assume all duties of the Area Treasurer in his/her absence
  3. The Alternate Treasurer's duties are outlined in detail in the A.A. Service Manual; please read your manual for more information
  4. Elected for a two (2) year term by the Area Assembly.
- III. **The committee recommends the Area approve adding Standard Operating Procedures to Alt. Treasurer Guidelines.**

Proposed Standard Operating Procedure (ADD)

- Prepare and send Thank you Notes for all 7<sup>th</sup> Tradition contributions received by the Area. (i.e. members, groups, districts or area events)