

Rhode Island Al-Anon Family Groups (RI AFG)

Policy Number: 01-2013

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TITLE: Rhode Island (Area 49) Financial Policy

RI AFG Assembly APPROVED: 12/7/13, AMENDED: 6/6/15

Initial Version (0)

1. PURPOSE

To Establish and Clarify Area Financial Practices

History: A Thought Force of GRs and Area officers was created and met at the November 2012 Assembly where the issue of a financial policy was discussed. The Thought Force agreed on the need for a policy, a list of questions and information needed, and to continue its work as a Task Force to create the policy document.

More Background Information:

1. General Principles.

Tradition 4. Each group should be autonomous, except in matters affecting another group or Al-Anon as a whole.

Tradition 7. Each group should be fully self supporting, declining outside contributions.

Warranty 1 of Twelve Concepts. That only sufficient operating funds, including an ample reserve, be its prudent financial principle.

2. Why is money needed?

To carry on the work of the fellowship. To support our Area Structure and service the needs of the Area groups. Area officers and coordinators volunteer their time but there are expenses for such things as maintaining the Literature Distribution Center and website, and other expenses incurred to help carry the message of hope in Al-Anon to friends and family members of problem drinkers.

3. Information Resources.

Service Manual pp. 92-96. Al Anon Reserve Fund Guideline (G-41).

Paths to Recovery pp. 193-200.

Policy 01-2013 – The RI AFG Financial Policy is as follows:

1. Individual Members.

- a. Any member can contribute to the Area in a calendar year, up to 10% of the revenue in the previous year's budget. For donations in excess of that limit, the donor shall be contacted, and if requested, the excess returned or otherwise the excess will be promptly forwarded to WSO for its General Fund.
- b. Any member may also make other tangible donations of goods or services or non-liquid assets such as property and stocks, office equipment, and supplies, but with the same 10% limitation, and any excess value will be returned or forwarded to WSO per the procedure in paragraph 1a as to disposition.
- c. The Area can accept a one-time bequest of any amount from an Al-Anon member. The bequest whether contained in a Will or distribution date of a Trust, has to be written in the document, and made payable to Rhode Island AFG. Any such bequest whether via Trust or Will which meets these conditions shall be accepted with the understanding the amount retained by the Area is limited to the 10% limit of paragraph 1a, and the excess shall be transferred to WSO or otherwise as directed within the document.
- d. Outside Contributions. This is defined as outside Area 49, but within the Al-Anon fellowship. Within the world wide fellowship, Area 49 can accept assistance.

2. Non-Members.

- a. The Area does not accept gifts or bequests from non-members except as further stated herein. All gifts or bequests from non-members shall be appropriately returned.
- b. Certain practices and activities are permissible for non-members. These include:
 - i. A non-member can purchase literature from the Area, and donate this literature to an appropriate facility in our Area such as a library or mental health facility.
 - ii. A non-member can purchase the outreach tool, *Al-Anon Faces Alcoholism*, and donate this literature to professionals in the Area.
 - iii. A gift can be made to a member. The member can donate to the Area. The principles of the program should guide the member.
 - iv. A non-member can give to other National Foundations such as Stepping Stones Foundation or any other facility that works with alcoholism.
 - v. Discounts and Services. The Area can accept discounts and services that are routinely available to other non-profit organizations (e.g. free placement of ads or public service announcements, rental free facilities, use of phone equipment or copy machines). However these discounts and services cannot be

accepted, if these are only given to Al-Anon and would not be given or generally offered to any other non-profit organizations.

- vi. Memorial Gifts. The Area will accept one-time memorial contributions from non-members in memory of a deceased Al-Anon member. If a contribution exceeds 10% of the previous year's revenue, the excess will be transferred to WSO.

3. Area Activities and Procedures.

- a. Budget. The Treasurer is the primary budget officer for the Area, and is charged with the duty to prepare an annual budget for Assembly approval each year. There shall be a Budget Committee consisting of the current and prior Treasurer and Area Chair, or their designee. The Treasurer shall establish appropriate procedures for oversight including two signatures for checks greater than \$500, and periodic review of the Area's financial matters and bank accounts by another Area officer.
- b. Reserve Fund. The Area maintains a Reserve Fund, which is reflected as a separate line item on each Treasurer's report. The Reserve Fund has two components, reflecting its twofold purpose as set forth in G-41 (Al-Anon Reserve Fund Guideline).

The operating expense reserve portion of the Reserve Fund is an amount equal to six months of Area operating expenses as defined by the Area Treasurer and can be modified annually.

The special projects reserve portion of the Reserve Fund is a fund established for Area approved special projects as further defined in Sections 3c and 3d below.

Any withdrawals from or additions to either component require Assembly or Area approval.
- c. Special Project Component of Reserve Fund. The Area can accept 'Earmarked Funds' only upon specific approval by the Area Officers or Assembly as to the amount and conditions thereto. If accepted, all limitations contained in this Policy apply, with the further caveat: no such funds can be retained in excess of two years. Any funds remaining after two years shall be sent to WSO for its General Fund. The donor of the earmarked funds shall be aware of this at the time of Area acceptance.
- d. Special Projects Fundraising. The Area can fundraise for special purposes or Area needs, e.g. fund drive to purchase a computer or phone service for the office. Such funds received must be spent within two years, and thereafter residue, if any, will be transferred to any deficiency in the Area Reserve Fund, or if none, then instead to WSO for its General Fund.
- e. Fundraising by Area. The Area can fundraise in multiple ways subject to the other limitations contained in this Policy. Such other fundraising activities could include appeal letters to the Area groups;

suggestions for individual, memorial, or birthday contributions; and net proceeds from Workshops and Conventions.

The Area, districts, and groups within the Area 49 fellowship can undertake other activities such as potluck dinners, raffles (subject to Rhode Island legal restrictions), sales of merchandise, or dances. Any such event open to the public cannot utilize the Al-Anon name.