

Hudson Mohawk Berkshire Area 48 2018 Approved Budget

Amounts allocated are the maximum allowable expenditures for each category. Actual expenditures must be reported in writing and documented with receipts. Reports are due by April 15th, July 15th, October 15th and December 15th. The Finance Committee must review all reports past due before any payments are made. Allocated monies are disbursed when requested, and only when an accounting of the previous allocation has been made. Eligible expenses include mileage at \$0.35 per mile, tolls, postage, supplies, telephone, printing, copies and other. Receipts and mileage details are required.

The funded amount for various events is based on hotel costs, registration costs, and mileage to the 2017 event and estimated costs to the 2018 event. It is hoped that this method will help bring the budget closer to the actual expenses and give all those who want to serve the HMB Area an equal opportunity. Allocations are for the specific event only and cannot be utilized for another event. There will be no reimbursement for hotel costs if the participant lives within a 25 mile radius of the event. This will not apply if special accommodations are required. **As always, those funded are asked to share expenses whenever possible.**

<u>Expenses:</u>	Position Total	Expense Allocation	NERAASA- Cromwell CT	NERF	NYS Informational Workshop- HMB	HMB CONV 2018- Western
<u>Area Officer Allocations:</u>						
Area Delegate	\$5,000	\$5,000				Event costs are included in allocation
Area Chairperson	\$4,000	\$4,000				Event costs are included in allocation
Alternate Area Chairperson	\$1,650	\$600	\$400	-	\$300	\$350
Secretary	\$1,450	\$400	\$400	-	\$300	\$350
Alternate Treasurer	\$1,450	\$400	\$400	-	\$300	\$350
Registrar/Alt. Secretary	\$1,850	\$800	\$400	-	\$300	\$350
Treasurer	\$2,050	\$1,000	\$400	-	\$300	\$350
Alternate Registrar	\$300	\$300	-	-	-	-
<u>Committee Chairs and Others Allocations:</u>						
TF Committee Chair	\$1,550	\$500	\$400	-	\$300	\$350
CF Committee Chair	\$1,550	\$500	\$400	-	\$300	\$350
BTG Committee Chair	\$1,550	\$500	\$400	-	\$300	\$350
PI Committee Chair	\$1,450	\$400	\$400	-	\$300	\$350
CPC Committee Chair	\$1,450	\$400	\$400	-	\$300	\$350
ACC Committee Chair	\$1,450	\$400	\$400	-	\$300	\$350
Grapevine Chair	\$1,450	\$400	\$400	-	\$300	\$350
Archivist	\$1,450	\$400	\$400	-	\$300	\$350
Newsletter Editor	\$1,450	\$400	\$400	-	\$300	\$350
Technology Committee Chair	\$1,450	\$400	\$400	-	\$300	\$350
HMB Convention Chair	\$300	\$300				
Sub-Totals	\$32,850	\$17,100	\$6,000	\$0	\$4,500	\$5,250

Other Expenses

GSO Conference Contribution	\$ 2,400.00
Newsletter Postage	\$ 2,000.00
Newsletter Printing	\$ 2,400.00
Area Inventory Day	\$ 650.00
Day of Sharing/Delegates Day	\$ 650.00
Area Assemblies (2)	\$ 1,300.00
Fellowship Days (3)	\$ 1,950.00
Joy of Service Day	\$ 650.00
5th Tradition Workshop	\$ 200.00
Insurance Costs	\$ 600.00
Website Expenses	\$ 400.00
Grapevine Materials, AA Service Manuals (Seed Money)	\$ 400.00
HMB Service Manual Updates	\$ 200.00
HMB Meeting Books for Committee Chairs (200 ea)	\$ 480.00
HMB Convention 2019 (Seed Money)	\$ 2,000.00

Allocations to clusters for Area functions will be \$650 per function. This allocation is to be divided as follows: \$300 is for venue costs and \$350 is for food and drinks. Amount allocated should be sufficient to cover event costs– if clusters need assistance staying within budget, they should contact the Alternate Area Chair and/or seek guidance from experienced members. If the cost of the event should exceed the amount allocated, plus the 7th Tradition contributions, Districts within the host Cluster should arrange to divide costs over the allocated amount. The reimbursement of expenses exceeding the allocated amount will be considered by the Finance Committee if requested. Any 7th Tradition contributions collected in excess of the expenses shall be returned to the Area. There are two Area Assemblies in even-numbered years (May and October). There are three Area Assemblies in odd-number years including the Area Election Assembly held in September.

Committees receiving HMB Meeting Schedules are PI, CPC, TF, BTG, CFC and ACC.
HMB Western Cluster will host 2018 Convention

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NYS Info Workshop	(Seed Money)	\$ 2,000.00
<u>Other Expenses (cont)</u>		
3000 Additional HMB Meeting Schedule Books	(Seed Money)	\$ 1,200.00
Mail Box Service		\$ 600.00
Computer Maintenance Costs Software		\$ 400.00
Computer Purchase		\$ 1,000.00
Archive Storage Fees		\$ 1,100.00
Tax Preparation		\$ 1,000.00
Prior Year Expenses		\$ 500.00
Sub-Total		\$ 24,080.00

The 2018 NYS Informational Workshop will be hosted by HMB

\$1,200.00 is allocated as seed money for additional HMB meeting books to fulfill orders received after approved deadline; books are to be distributed as needed by the Alternate Area Treasurer. HMB Area will pay cost of shipping and recover the cost of the schedules if all books are sold.

The Area will purchase two additional computers over the next two years, one for the Webmaster and one for the person maintaining the meeting list portion of the website. After that, one will be purchased each year in rotation with the intention of replacing each Area computer every four years. (Treasurer, Registrar, Website - 2)

Total Expenses: \$ 56,930.00

Income:

HMB 2018 Convention (Seed Money Returned)	\$ 2,000.00
HMB 2018 Convention (Overage)	\$ -
NYSIW (Seed Money Returned)	\$ 2,000.00
Grapevine Materials, AA Service Manuals (Seed Money Returned)	\$ 400.00
Projected Group Contributions	\$ 41,330.00
Estimated Checkbook Carryover on 1/1/18	\$ 10,000.00
Extra HMB Meeting Books (Seed Money Returned)	\$ 1,200.00
Total Income Needed:	\$ 56,930.00

Misc Information:

Prudent Reserve	\$ 7,000.00
Mileage Rate	\$ 0.35

Notes:

Additional items may be funded at the discretion of the HMB Finance Committee.