

Hudson Mohawk Berkshire Area 48 2019 Final 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 year's event and estimated costs to the 2019 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- Hunt Valley, MD	NERF- Tarrytown NY	NYSIW- SENY	HMB CONV 2019- Eastern Cluster
Area Officer Allocations:						
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	\$2,275	\$600	\$525	\$500	\$300	\$350
Secretary	\$2,075	\$400	\$525	\$500	\$300	\$350
Alternate Treasurer	\$2,075	\$400	\$525	\$500	\$300	\$350
Registrar/Alt. Secretary	\$2,475	\$800	\$525	\$500	\$300	\$350
Treasurer	\$2,675	\$1,000	\$525	\$500	\$300	\$350
Alternate Registrar	\$800	\$300	-	\$500	-	
Committee Chairs and Others Allocations:						
TF Committee Chair	\$2,175	\$500	\$525	\$500	\$300	\$350
CF Committee Chair	\$2,675	\$1,000	\$525	\$500	\$300	\$350
BTG Committee Chair	\$2,175	\$500	\$525	\$500	\$300	\$350
PI Committee Chair	\$2,075	\$400	\$525	\$500	\$300	\$350
CPC Committee Chair	\$2,075	\$400	\$525	\$500	\$300	\$350
ACC Committee Chair	\$2,075	\$400	\$525	\$500	\$300	\$350
Grapevine Chair	\$2,075	\$400	\$525	\$500	\$300	\$350
Archivist	\$2,075	\$400	\$525	\$500	\$300	\$350
Newsletter Editor	\$2,075	\$400	\$525	\$500	\$300	\$350
Technology Committee Chair	\$2,075	\$400	\$525	\$500	\$300	\$350
HMB Convention Chair	\$300	\$300				
Sub-Totals	\$43,225	\$17,600	\$7,875	\$8,000	\$4,500	\$5,250

Allocation increase due to mileage

Other Expenses

GSO Conference Contribution	\$ 2,400.00
Newsletter Postage	\$ 2,000.00
Newsletter Printing	\$ 2,400.00
Area Inventory Day	-
Day of Sharing/Delegates Day	\$ 650.00
Area Assemblies (3)	\$ 1,950.00
Fellowship Days (2)	\$ 1,300.00
Joy of Service Day	\$ 650.00
Orientation Day	\$ 650.00
Insurance Costs	\$ 650.00
Website Hosting	\$ 400.00
JotForm Software	\$ 300.00
BTG Workbooks	\$ 225.00
Service Literature for Area Officers	\$ 1,000.00
HMB Service Manual Updates	\$ 200.00
HMB Meeting Books for Committee Chairs (200 ea)	\$ 480.00
HMB Convention 2020 (Seed Money)	\$ 2,000.00
5th Tradition Workshop (2)	\$ 500.00
3000 Additional HMB Meeting Schedule Books (seed Money)	\$ 1,200.00
Mail Box Service	\$ 600.00
Airtable Software	\$ 1,200.00
Computer Maintenance	\$ 400.00
Archive Storage Fees	\$ 1,100.00

Allocations to clusters for Area functions will be \$650 per function. 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. 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.

Approved at May 2018 Assembly. For online form generation and online payment processing.
Estimated for 10 workbooks per year

Committees receiving HMB Meeting Schedules are PI, CPC, TF, BTG, CFC and ACC.

2020 HMB Convention Host Committee

For two workshops

\$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.

Approved at May 2018 Assembly. Used by Area and District Registrars for managing group updates.

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Tax Preparation	\$ 1,000.00
Prior Year Expenses	\$ 500.00
Sub-Total	\$23,755.00
Total Expenses:	\$66,980.00

Income:

HMB 2019 Convention (Seed Money Returned)	\$ 2,000.00
Projected Group Contributions	\$43,780.00
Estimated Checkbook Carryover on 1/1/19	\$20,000.00
Extra HMB Meeting Books (Seed Money Returned)	\$ 1,200.00
Total Income Needed:	\$66,980.00

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.