

Area 48 2021 Final 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 2021 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>(A) Expenses:</u>	Position Total	Expense Allocation	NERAASA- Pittsburgh PA (See Note d)	NERF- Framingham MA (See Note d)	NYSIW-HMB	HMB CONV 2021 Oneonta
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	\$ 1,400	\$ 600	\$ -	\$ -	\$ 300	\$ 500
Secretary	\$ 1,200	\$ 400	\$ -	\$ -	\$ 300	\$ 500
Treasurer	\$ 2,100	\$ 1,300	\$ -	\$ -	\$ 300	\$ 500
Registrar/Alt. Secretary	\$ 1,500	\$ 700	\$ -	\$ -	\$ 300	\$ 500
Alternate Treasurer	\$ 1,200	\$ 400	\$ -	\$ -	\$ 300	\$ 500
Alternate Registrar	\$ 600	\$ 300	\$ -	\$ -	\$ 300	\$ -
Committee Chair Allocations:						
Accessibilities (ACC) Committee Chair	\$ 1,200	\$ 400	\$ -	\$ -	\$ 300	\$ 500
Archivist	\$ 1,200	\$ 400	\$ -	\$ -	\$ 300	\$ 500
Bridging-the-Gap (BTG) Committee Chair	\$ 1,300	\$ 500	\$ -	\$ -	\$ 300	\$ 500
Cooperation w/Professional Comm. (CPC) Committee Chair	\$ 1,200	\$ 400	\$ -	\$ -	\$ 300	\$ 500
Corrections Committee Chair	\$ 1,300	\$ 500	\$ -	\$ -	\$ 300	\$ 500
Grapevine Chair	\$ 1,200	\$ 400	\$ -	\$ -	\$ 300	\$ 500
Literature Chair	\$ 1,200	\$ 400	\$ -	\$ -	\$ 300	\$ 500
Newsletter Editor	\$ 1,200	\$ 400	\$ -	\$ -	\$ 300	\$ 500
Public Information (PI) Committee Chair	\$ 1,200	\$ 400	\$ -	\$ -	\$ 300	\$ 500
Technology Committee Chair	\$ 1,200	\$ 400	\$ -	\$ -	\$ 300	\$ 500
Treatment Committee Chair	\$ 1,300	\$ 500	\$ -	\$ -	\$ 300	\$ 500
Other Position Allocations:						
Finance Committee Past DCM	\$ 400	\$ 400	\$ -	\$ -	\$ -	\$ -
Finance Committee Past Delegate	\$ 400	\$ 400	\$ -	\$ -	\$ -	\$ -
HMB Convention Chair (mileage for attendance at area mtgs)	\$ 300	\$ 300	\$ -	\$ -	\$ -	\$ -
Travel expenses to Area Events (see Note c)	\$ 750	\$ 750	\$ -	\$ -	\$ -	\$ -
Sub-Totals (A)	\$ 32,350	\$ 19,250	\$ -	\$ -	\$ 5,100	\$ 8,000

(B) Other Expenses:

GSO Conference Contribution	\$ 3,000	Contribution is \$1800 plus extra contribution of \$1200				
Area Events:						
Area Inventory Day (even years)	\$ -	Allocations to clusters for Area functions will be \$750. 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.				
Day of Sharing/Delegates Day	\$ 750					
Area Assemblies (2, 3 on odd years)	\$ 2,250					
Fellowship Days (2)	\$ 1,500					
Joy of Service Day	\$ 750					
Orientation Day	\$ 750					
Newsletter Postage	\$ 1,600					
Newsletter Printing	\$ 2,100					
Archive Storage Fees	\$ 1,100					
Literature:						
Service Literature for Area Officers	\$ 1,000					
Literature for Prison Libraries	\$ 3,500	Additional funding for Corrections Committee to carry the message during Covid-19 shutdown				
HMB Service Manual Updates	\$ 600					
HMB Meeting Schedules for (6) Committee Chairs (250 ea)	\$ -	Printing of 2021 schedules cancelled due to COVID, per proposal #6 approved at October 2020 Assembly. Committees normally receiving HMB Meeting Schedules are PI, CPC, TF, BTG, CFC and ACC.				
Bridging the Gap Workbooks	\$ 225	Estimated for 10 workbooks per year				
Seed Money:						
HMB Convention 2021(Seed Money)	\$ 2,000	2021 HMB Convention Host Committee				
NYS Information Workshop (Seed Money)	\$ 2,000					

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1800 Additional HMB Meeting Schedule Books(Seed Money)	\$	-	Printing of 2021 schedules cancelled due to COVID, per proposal approved at October 2020 Assembly. Normally, \$900.00 is allocated as seed money for additional HMB meeting schedules to fulfill orders received after approved deadline; schedules 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.
Other Event Allocations:			
5th Tradition Workshops (2)	\$	500	For two workshops
Area funded Service Workshops	\$	2,500	
NAATW Conference for Web/Technology Chair	\$	1,200	
Administrative Expenses:			
Mail Box Service	\$	500	
Insurance Costs	\$	650	
Computer Maintenance	\$	400	
Computer Purchase	\$	1,500	Budgeted amount is contingency for replacement of 1 PC. Area computers maintained for Registrar/Alt Registrar, Treasurer/Alt Treasurer, Secretary.
Airtable Software	\$	1,440	Database used by Area and District Registrars for managing group updates.
JotForm Software	\$	200	Data collection software (Convention registration, expense submission, group/meeting updates)
Winhost	\$	130	Communications between AirTable and Wordpress
Siteground (Website hosting, Wordpress)	\$	-	Budget is \$0 for 2021 (2 years was paid in Jan 2020, next payment due Jan 2022)
Malware detection & Domain ID Protection	\$	100	
Tax Preparation	\$	1,000	
Prior Year Expenses	\$	500	
Sub-Total (B)	\$	33,745	
Total Expenses (A+B): \$ 66,095			

Income:			
HMB 2020 Convention (Seed Money Returned)	\$	2,000	
Extra HMB Meeting Books (Seed Money Returned)	\$	-	Printing of 2021 schedules cancelled due to COVID, per proposal #6 approved at October 2020 Assembly.
NYS Informational Workshop (Seed Money Returned)	\$	1,000	
Projected Group Contributions	\$	38,095	
Estimated Checkbook Carryover on 1/1/21	\$	25,000	
Total Income Needed:	\$	66,095	

Misc Information:			
Prudent Reserve	\$	7,000	
Mileage Rate	\$	0.35	

Notes:

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

b. 50% Contribution to GSO of any Surplus Funds over \$20,000 upon year end numbers (Approved Oct 2019 Assembly)

c. Reimbursement for travel expenses to Area Events for AA members asked by the Area Chair or Delegate to take on a role at an Area event, but who are not eligible for reimbursement through other AA means. (Approved at May 2020 Assembly).

d. NERASSA and NERF will be hosted on-line in 2021 due to Covid-19.