

# **Colorado Area 2022 Budget Planning**

Winter Assembly

10.30.2021

# Colorado Area Finance Committee

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- Kari O – Alternate Delegate and Finance Committee Chair
- Christy B – Chair
- Grete B – Treasurer
- Marilyn B – Past Delegate
- Christine P – Member-at-Large
- Rick G – Delegate (ex officio member)

# Budget vs. Actual – 2021 Year to Date

	2021			2020			2019		
	2021 YTD (10.18.21)	2021 Assembly Approved Budget	2021 Difference (Budget v Actual)	2020 YTD (12.31.20)	2020 Assembly Approved Budget	2020 Difference (Budget v Actual)	2019 Final	2019 Assembly Approved Budget	2019 Difference (Budget v Actual)
<b>Income</b>	\$ 21,457.44	\$ 34,482.00	\$ (13,024.56)	\$ 28,730.28	\$ 34,482.00	\$ (5,751.72)	\$ 28,315.77	\$ 36,962.00	\$ (18,882.24)
<b>Expense</b>	\$ 17,998.49	\$ 46,544.81	\$ (28,546.32)	\$ 23,240.85	\$ 40,115.00	\$ (16,874.15)	\$ 36,348.32	\$ 42,103.00	\$ (15,842.39)
<b>Net</b>	<b>\$ 3,458.95</b>	<b>\$ (12,062.81)</b>	<b>\$ 15,521.76</b>	<b>\$ 5,489.43</b>	<b>\$ (5,633.00)</b>	<b>\$ 11,122.43</b>	<b>\$ (8,032.55)</b>	<b>\$ (5,141.00)</b>	<b>\$ (3,039.85)</b>

\*Total above does not include WIA net proceeds to Colorado Area of \$3,555.

	2021			2020				
	2021 YTD (TBD)	2021 Assembly Approved Budget	2021 Difference (Budget v Actual)	2020 YTD (12.31.20)	2020 Assembly Approved Budget	2020 Difference (Budget v Actual)	Descriptions	Comments/misc notes
WEEKEND IN AL-ANON - ESTIMATED BUDGET								
<b>Balance in Weekend in Al-Anon Account at beginning and end of WIA accounting is \$200 (Beginning balance may include some interest)</b>								
	Weekend In Al-Anon (WIA) Gross Income	6,278.00	15,000.00	8,722.00	0.00	15,000.00	15,000.00	2021 - Deposits of \$2,811.50 & \$2,500 from WIA account; final payment of \$2,723.50 from Area account. Gross proceeds of \$6,278 in Area Account. Net loss of \$1,757.
	Weekend In Al-Anon (WIA) Cos	8,035.00	15,000.00	6,965.00	0.00	15,000.00	15,000.00	
	INCOME/LOSS	-1,757.00	0.00	1,757.00	0.00	0.00	0.00	

# Current Status – Expense Highlights as of 10.19.21

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- We are slightly favorable on Sufficient Operating funds to date:
  - - ~\$4,700 over our suggested target
  - Includes \$3,555 of WIA net proceeds in Area checking account

**BUT**

- We still have expenses to come!
  - Assembly (~\$6,000)
  - Rent for Archives (~\$170/month)

# Current Status – Financial Highlights as of 10.19.21

## Income Highlights:

- Our income is **over \$10K** behind where we would expect it to be at this point in the year
- Most of that deficit is in Group collections
- Expenses are at **~40%** of the expense budget, but:
  - We passed a **\$12K** deficit budget; and
  - We have some **BIG** outstanding expenses plus the normal run & maintain.
  - Assembly (~\$6,000)
  - Rent for Archives (~\$170/month)

	2021 YTD (10.18.21)	2021 Assembly Approved Budget	2021 Difference (Budget v Actual)	Where we should be YTD	NET	Net Shortfall per Entity
Assembly Collections	\$453	\$4,000	(\$3,547)	\$2,667	(\$2,214)	(\$737.89)
Birthday Donations	\$50	\$250	(\$200)	\$219	(\$169)	
Butterfly Donations	\$0	\$100	(\$100)	\$88	(\$88)	
Day In Al-Anon (DIA)	\$0	\$1,000	(\$1,000)	\$1,000	(\$1,000)	
District Donations	\$3,240	\$3,700	(\$460)	\$3,238	\$3	\$0
Group Donations	\$14,874	\$25,000	(\$10,126)	\$21,875	(\$7,001)	(\$24.65)
In Kind Donations (NEW)	\$17	\$0	\$17	\$0	\$17	
Other Donations	\$419	\$400	\$19	\$350	\$69	
<b>Total Contributions:</b>	<b>19,053.09</b>	<b>34,450.00</b>	<b>(15,396.91)</b>	<b>\$29,435</b>	<b>(\$10,382)</b>	

**Travel expenses have restarted with in-person attendance at Area events.**

# 2021 Assembly-Approved Budget – Cost Per Entity

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Cost Per Entity - 2021							
		Income		Per Entity		YTD	
Entity	#	Budget	Actual	Budget	Actual	Budgeted YTD (\$)	Actual YTD (%)
<b>Group</b>	<b>262</b>	\$ 25,000.00	\$ 14,873.92	\$ 95.42	\$ 56.77	\$ 21,875.00	68%
<b>District</b>	25	\$ 3,700.00	\$ 3,240.43	\$ 148.00	\$ 129.62	\$ 3,237.50	100%
<b>Assembly</b>	3	\$ 4,000.00	\$ 453.00	\$ 1,333.33	\$ 151.00	\$ 2,666.67	17%

**Ample Reserve**

# Ample Reserve Review (10.19.21)

Budget Updated to 2021 (removed Literature income/expense)									
Budget for Year	Budgeted Literature Expenses [\$]	Budgeted WIA Expenses [\$]	Budgeted Colorado Area Expenses [\$]	Grand Total All BUDGETED Expenses [\$]	Reserve Fund (50% of Grand All Total Budgeted Expenses) (6 Months) [\$]	"Colorado Area" Total Savings (Prior Year's Savings & Checking Accounts & CDs)	Funds Exceeding the Reserve Fund Target (Total Savings-Reserve Fund)	Sufficient Operating Funds (Checking + Savings - Reserve Fund)	Ample Reserve Surplus
2019	\$0	\$15,000	\$42,103	\$57,103	\$28,552	\$65,554	\$37,003	\$10,000	\$27,003
2019 (EOY/Post Freeze)	\$0	\$15,000	\$42,103	\$57,103	\$28,552	\$65,554	\$37,003	\$14,433	\$22,570
2020 (Frozen Ample Reserve Surplus)	\$0	\$15,000	\$40,115	\$55,115	\$27,558	\$65,554	\$37,997	\$15,427	\$22,570
Budget for Year	Budgeted Literature Expenses [\$]	Budgeted WIA Expenses [\$]	Budgeted Colorado Area Expenses [\$]	Grand Total All BUDGETED Expenses [\$]	Reserve Fund (50% of Grand All Total Budgeted Expenses) (6 Months) [\$]	"Colorado Area" Total Savings (Prior Year's Savings & Checking Accounts & CDs LESS Remaining Ample Reserve Surplus from 2020)	Funds Exceeding the Reserve Fund Target (Total Savings-Reserve Fund)	Sufficient Operating Funds (Checking + Savings - Reserve Fund)	Ample Reserve Surplus (Savings - Reserve Fund - Suggested Sufficient Operating Funds)
2021	\$0	\$15,000	\$46,545	\$61,545	\$30,772	\$47,144	\$16,372	\$16,372	\$4,736
							2021 Suggested Sufficient Operating Funds:	\$11,636	

\*2021 Ample reserve surplus includes WIA net proceeds of \$3,555



# **2022 Budget Preparation**

# 2022 Assembly Budget - Background

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- Over time, the budget deficit has grown to \$12,000 (expenses exceed income)
- We have traditionally budgeted for all possible expenses
- Only once in recent years have we finished the year in a deficit

# 2022 Assembly Budget – AWSC Meeting

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- In FinCom & AWSC, we posed the question – what would it take to have a balanced budget?
- AWSC reviewed the potential impact of converting one Assembly per year to virtual

## **The result?**

- It is possible if we convert one Assembly per year to virtual
- AWSC moved to send a “3 in-person Assembly” budget to Assembly

## **Why?**

- Our brief KBDM resulted in critical “things we don’t know but wish we did”:
  - Assembly’s appetite to consider a 2 in-person / 1 virtual Assembly schedule; and
  - The financial impact to AA.

# 2022 Assembly Budget – Key Considerations

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- Area Guideline revisions provide better process / procedure / guidance for requesting over-budget expenses from Finance Committee
  - *Remove unfunded participant budget items*
  - *Equalize Coordinator travel budgets*
- Increase per Assembly budget for funded participants from \$225/Assembly to \$250/Assembly
- Remove project funding from Operating Expense budget:
  - *Better finance Guidelines for requesting Ample Reserve funds for special projects.*
  - *Ample Reserve reviewed annually*

# 2022 Proposed Budget – Expense Changes (1/3)

			2022	2021			2020				
			2022 AWSC Proposed Budget	2021 YTD (TBD)	2021 Assembly Approved Budget	2021 Difference (Budget v Actual)	2020 YTD (12.31.20)	2020 Assembly Approved Budget	2020 Difference (Budget v Actual)	Descriptions	Comments/misc notes
18	Archives Coord - Travel in Area		200.00	0.00	675.00	-675.00		200.00	-200.00	travel /registration for WIA and/or DIA and/or State Convention; mileage @ \$.14/mile	
29	POC Community Outreach		500.00	4,000.00	4,000.00	0.00	2,800.00	1,500.00	1,300.00	Expenses related to Public Outreach to the community.	2022 - Return to pre 2019 amount of \$500 w.r.t position description 2021 - Increase from \$1,500 to \$4,000 2020 - Increase to \$1,500 for outreach
31	State Convention Chairperson		335.00	71.93	435.00	-363.07	0.00	435.00	-435.00	supplies, travel to non-assembly mtgs &, AA Convention planning meetings; misc. expenses; mileage @ \$.14/mile (Includes \$110 for translation costs)	2019 - Increased by \$110 for travel reimbursement for translator/s 2022 - Reduced prep budget (Row 31) by \$100 and added to convention (Row 32)
32	Travel - Convention		400.00	0.00	300.00	-300.00	0.00	300.00	-300.00	Chair travel to St. Conv.&for St. Conv. incl. lodging & Full package registration; mileage @\$.14/mile (Assumes a shared room)	2022 - Reduced prep budget (Row 31) by \$100 and added to convention (Row 32)

# 2022 Proposed Budget – Expense Changes (2/3)

			2022	2021			2020				
			2022 AWSC Proposed Budget	2021 YTD (TBD)	2021 Assembly Approved Budget	2021 Difference (Budget v Actual)	2020 YTD (12.31.20)	2020 Assembly Approved Budget	2020 Difference (Budget v Actual)	Descriptions	Comments/misc notes
<b>Assemblies:</b>											
40		Assemblies - General Expenses	600.00	305.12	600.00	-294.88	1,239.46	600.00	639.46	line shared by GR Connection (\$300) and Assembly host. (\$300) for entire year.	
40a		Assemblies - Travel - Trustee Visit 1/panel	800.00		800.00	-800.00	-437.61	800.00	-1,237.61	Trustee visit once every three years	2021 - No visit in 2020; re-requested for 2021 2020 - Trustee coming Spring 2020
41		Assemblies - Travel	15,750.00	1,889.23	14,175.00	-12,285.77	0.00	13,500.00	-13,500.00	Travel for Coords. Officers, Past Delegates - ave. of 15 positions @ \$225X3 Assemblies (reimbursed for rcpts submitted); mileage @ \$.14/mile (adjusted by \$2,000 for travel expenses not used)	2022 - Average expense of \$250/assembly 2021 - Added Assembly Approved (Spring 2021) travel for Spanish Coordinator - total = 21 funded participants 2020 - Average of 20 funded participants per Assembly @ \$225/Assembly 2019 - Adjusted by average of 15 and \$2,000 for travel expenses not used. 15X225X3=\$10,125-\$2,000=\$8,125
42		Assemblies - Rent	1,500.00		1,500.00	-1,500.00	0.00	1,500.00	-1,500.00	rent paid for Assembly meeting rooms, as needed; presently this is determined in cooperation with AA, post assembly	
43		Assemblies - Translator Travel	750.00		675.00	-675.00	0.00	675.00	-675.00	travel expenses related to unfunded travel for translation services	2022 - Average expense of \$250/assembly
43a		Assemblies - Unfunded FinCom Budget Assembly Attendance	0.00		225.00	-225.00		225.00	-225.00	Travel to Finance Cmte. mtgs. & Budget Assembly for Finance Cmte. members with no travel budget; @ \$.14/mile	2022 - Fill FinCom with funded members to reduce expenses and in line with position description 2020 - Move from 61 to 43a to include with other Assembly Expenses; Reduce from \$250 to \$225
43b		Assembly - Unfunded travel exp	0.00		225.00	-225.00		225.00	-225.00	Travel funding for otherwise unfunded service. Filled w funded when possible.	2022 - Funded service where possible; any unfunded need may be requested via FinCom 2020 - Move from 13a to 43b to include with other Assembly Expenses
<b>Total for Assemblies:</b>			<b>19,400.00</b>	<b>2,194.35</b>	<b>18,200.00</b>	<b>-15,555.65</b>	<b>801.85</b>	<b>17,525.00</b>	<b>-16,273.15</b>		

# 2022 Proposed Budget – Expense Changes (3/3)

			2022	2021			2020				
			2022 AWSC Proposed Budget	2021 YTD (TBD)	2021 Assembly Approved Budget	2021 Difference (Budget v Actual)	2020 YTD (12.31.20)	2020 Assembly Approved Budget	2020 Difference (Budget v Actual)	Descriptions	Comments/misc notes
64	Rent for Archives		2,200.00	1,471.07	3,652.00	-2,180.93	4,196.92	3,340.00	856.92	rent to Denver Service Center for use of Archives storage space and Internet access	2021 = +\$10/month (includes \$16 addl CAMS/month) 2020 = \$865.27 for move from DASC to Public Storage 2020 - +\$10/month 2019: 2x260 + 10x270 = 3,220 - change to it
67	Registration		250.00	250.00	150.00	100.00	150.00	150.00	0.00	SWRDM registration fee for the Area	
71	Equalization Fund to WSO		3,053.12	3,053.12	2,381.81	671.31	2,381.81	1,953.00	428.81	contribution to WSO for WSC to cover Delegate travel, meals & lodging. All Areas contribute to the equalization fund	2022 - Full expense \$3,052.12. Equalization = \$2,137. Includes real-time interpretation cost of about \$718 per Delegate 2021 - Updated for 2021 from WSO. 2020 - From Delegate: Equalized Expense amount is \$1,289 and the actual cost is \$1,953.
72	Contribution to WSO		1,500.00	1,500.00	1,500.00	0.00	8,906.00	1,500.00	7,406.00	Area contribution to WSO to be paid by end of fiscal year	2019 - In light of our good cash flow and 50% plus in reserve added \$500
	<b>Total for Other Area Expenses</b>		<b>16,527.12</b>	<b>10,540.44</b>	<b>17,479.81</b>	<b>(6,939.37)</b>	<b>19,206.13</b>	<b>15,475.00</b>	<b>3,731.13</b>		
	<b>TOTAL Expense</b>		<b>42,567.12</b>	<b>17,998.49</b>	<b>46,544.81</b>	<b>(28,546.32)</b>	<b>23,240.85</b>	<b>40,115.00</b>	<b>(16,874.15)</b>		
				0.00							
	<b>NET INCOME/EXPENSES:</b>		<b>(8,202.12)</b>	<b>3,458.95</b>	<b>(12,062.81)</b>	<b>15,521.76</b>	<b>5,489.43</b>	<b>(5,633.00)</b>	<b>11,122.43</b>		

# WSO Equalization Fund – 2022

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Annually, WSO sends a recommended equalization funds amount to all of the Areas for expenses related to WSC attendance.

For 2022:

- Equalized Expense amount is \$2,137;
- Actual cost is \$3,053.12;
- In 2019:
  - 9 Areas gave amounts greater than the Full Amount;
  - 43 Areas contributed the Full Amount;
  - 8 Areas contributed amounts between the Equalized Expense and the Full Amount; and
  - 7 Areas gave the Equalized Expense to send their Delegate to the Conference.

However, 2020 and 2021 WSC were virtual rather than in person. WSO refunded:

- \$1,481.69 for 2020
- \$2,381.81 for 2021



# 2022 Proposed Budget – Income Changes

			2022	2021			2020				
			2022 AWSC Proposed Budget	2021 YTD (TBD)	2021 Assembly Approved Budget	2021 Difference (Budget v Actual)	2020 YTD (12.31.20)	2020 Assembly Approved Budget	2020 Difference (Budget v Actual)	Descriptions	Comments/misc notes
<b>INCOME:</b>											
<b>Contributions:</b>											
3		Butterfly Donations	0.00		100.00	-100.00	10.00	100.00	-90.00	Donation to the Area to offset printing/ mailing costs	
5		District Donations	3,700.00	3,240.43	3,700.00	-459.57	5,523.58	3,700.00	1,823.58	donations from Colorado Area Districts	
6		Group Donations	25,000.00	14,873.92	25,000.00	-10,126.08	20,170.27	25,000.00	-4,829.73	donations from Al-Anon Groups in Colorado	2020 - Based on \$75/group (\$30,000/284 groups = \$88/group)
<b>TOTAL INCOME:</b>			<b>\$ 34,365.00</b>	<b>\$ 21,457.44</b>	<b>\$ 34,482.00</b>	<b>\$ (13,024.56)</b>	<b>\$28,730.28</b>	<b>\$ 34,482.00</b>	<b>\$ (5,751.72)</b>		

\*Total above does not include WIA net proceeds to Colorado Area of \$3,555.

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<b>WEEKEND IN AL-ANON - ESTIMATED BUDGET</b>											
<b>Balance in Weekend in Al-Anon Account at beginning and end of WIA accounting is \$200 (Beginning balance may include some interest)</b>											
		Weekend In Al-Anon (WIA) Gross Income	15,000.00	6,278.00	15,000.00	8,722.00	0.00	15,000.00	15,000.00		2021 - Deposits of \$2,811.50 & \$2,500 from WIA account; final payment of \$2,723.50 from Area account. Gross proceeds of \$6,278 in Area Account. Net loss of \$1,757.
		Weekend In Al-Anon (WIA) Cos	15,000.00	8,035.00	15,000.00	6,965.00	0.00	15,000.00	15,000.00		
		INCOME/LOSS	0.00	-1,757.00	0.00	1,757.00	0.00	0.00	0.00		

# 2022 Proposed Budget – Cost Per Entity

Cost Per Entity - 2022							
		Income		Per Entity		YTD	
Entity	#	Budget	Actual	Budget	Actual	Budgeted YTD (\$)	Actual YTD (%)
Group	262	\$ 25,000.00	\$ -	\$ 95.42	\$ -	\$ -	0%
District	25	\$ 3,700.00	\$ -	\$ 148.00	\$ -	\$ -	0%
Assembly	3	\$ 4,000.00	\$ -	\$ 1,333.33	\$ -	\$ -	
Cost Per Entity - 2021							
		Income		Per Entity		YTD	
Entity	#	Budget	Actual	Budget	Actual	Budgeted YTD (\$)	Actual YTD (%)
Group	262	\$ 25,000.00	\$ 14,873.92	\$ 95.42	\$ 56.77	\$ 21,875.00	68%
District	25	\$ 3,700.00	\$ 3,240.43	\$ 148.00	\$ 129.62	\$ 3,237.50	100%
Assembly	3	\$ 4,000.00	\$ 453.00	\$ 1,333.33	\$ 151.00	\$ 2,666.67	17%

# 2022 Budget – Recommended Motions

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- *Approve 2022 Budget as presented or amended.*
- *Commission a Thought Force to evaluate the impact of converting one Assembly per year from in-person to virtual.*

**Thank You!**