

## Guidelines for large contributions and contributions from other entities

- A central office received \$300,000 contribution from a member on his death. The contribution was accepted as there were no guidelines. Now they wonder what to do with the money.
  - amount is enormous
  - can be divisive
  - looking for help with guidelines
- One are distributed large contribution throughout the area.
- Even smaller contributions can cause problems
  - Another central office received \$28,000
  - Doubled their prudent reserve.
  - Now groups have stopped contributing
  - Sometimes groups also stop participating
- Should areas accept contributions from conventions which include raffles, dinners, tournaments, etc?
  - AA is run by the groups
  - When AA needs money they should get it from the groups
- GSO will not accept contributions from Alano clubs
- Who do we accept contributions from?
  - only individuals, groups, and districts in the area
- Are young people committees considered an AA group
  - one are said yes
- Many areas accept contributions from conventions held in their area
- GSO accepts contributions from conventions
  - consider the motives of the conventions

## Contributions to GSO for delegate to attend General Service Conference

- During a budget discussion, a new DCM raised the issue of fully funding their delegate to the General Service Conference. Budget committee will now take back a proposal to the area to change their contribution from \$1,800 to \$7,000.
- One area budgets \$1,600 but tries to send more if possible at the end of the year
- Past delegate input can help explain need for fully funding delegate to conference

## Online contributions

- Does anyone accept online contributions similar to GSO? How do you handle receipts.
- One area talked to GSO who shared that they pay 2% + \$0.30 for each online contribution.
- Area 69, Utah, has accepted online contributions through PayPal following GSO's lead.
  - Whole amount is credited as group/individual contribution
  - Fees are accounted for as a separate expense
  - Last year received \$2,400 in online contributions. Paid \$50 in fees.
  - Visit <http://utahaa.org/contributions.php>
- Discussion about contributions via bill pay
  - Some areas receive a lot of these
- What about missing group info with online contributions
  - Yes, sometimes can get the info via email
  - Sometimes need to ask DCM for help
  - Sometimes the info is a group's familiar name
  - Playing the detective game trying to identify the group

## Audit Committee

- Do you have one?
- What are the audit committee goals? What kind of guidelines do you have?
- One area suffered some embezzlement because of large amounts of cash deposited after events.
- Now deposits must be made within a certain period and receipts sent to audit committee
- Statements are also emailed to audit committee members every month.
- Deposits must match recorded contributions.
- In one area the Alternate Delegate is the Chief Financial Office
- Is there a threshold, i.e. dollar amount, for areas to require an audit?
  - Not that anyone knew.
  - Maybe related to 501c3? IRS?
- In some smaller areas, audit committee does an audit once a year. In other areas there is no audit.
- 501c3 requirements?
  - CPA certifies
  - Over \$50,000 requires forms to be filed with IRS.

## Bank accounts

- One area had trouble transferring bank account during rotation.
  - Banks want charters, history, personal info, physical address, etc.
  - GSO suggested using AA Preamble as a charter
  - EIN number can help?
- Banks do not care about two signatures.
- What about districts and groups?
  - Very difficult to setup new bank accounts.
- Area 69, Utah, has three signers with debit cards
  - Account was transferred with past treasurer and new panel actually in three different bank branches at the same time of day.
- What about banks that charge a lot?
  - Move to a credit union...

## Software

- What kind of accounting software do you use?
  - What about transferring from older software?
  - How to pass it on to next rotation
  - How to be effective
- Most areas use Quick Books, some use online version
- One area was using Quick Books that came with a laptop
  - Moved to Quick Books online
    - \$15 per month (after call to customer service asking for discount)
    - Migration took a few hours and went OK
- One area moved to Quick Books Premier 2016
  - Found info and recommendations on Tech Soup, <http://www.techsoup.org/>
  - Compatible with Windows 10
  - Export group contribution report, posted to web