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OREGON AREA AL-ANON BUDGET CATEGORY DESCRIPTIONS		
No.	Category	Description
<b>01</b>	<b>REVENUE</b>	
02	Group Contributions	Donations from Groups
03	Assembly Registrations	Suggested \$10 per person Donation at Assemblies
04	State Speaker Meeting	Income received from SSM
05	SSM Advance	\$1500 Seed money refund from current year SSM
06	Cash Carried Forward	Balance of Bank Account at end of the year (estimated for Budget)
07	<b>Total Revenue &amp; Cash Carried Forward</b>	Addition of all Revenue categories
<b>08</b>	<b>EXPENSES</b>	
<b>09</b>	<b>Delegate Fund</b>	
10	WSO ETF	WSO Equalized Travel Fund - WSO calculates travel expenses for all delegates in the US and Canada and divides total cost by number of delegates attending the conference. A letter is sent to each Area stating the average cost and the full cost. Oregon Area usually votes to pay the full cost since we have the money.
11	Extra Day	OA Handbook motion that the Delegate can go to the Conference 1 day early.
12	Delegate Travel to NWRDM	Travel & expenses to attend the Northwest Regional Delegates Meeting
13	Delegate Travel	Travel & Expenses to all Area events, OAC, Assy's, AWSC & SSM...
14	Delegate Miscellaneous	Printing, Computer....
15	Sub-Total: Delegate Fund	Addition of all Delegate Fund expenses
<b>16</b>	<b>Working Fund Expenses</b>	
17	Alateen Safety Guidelines Legal Fees	Legal fees to approve changes to Safety Guidelines. This is expected to occur every three year; next date 2024
18	Archive Rent	Storage Unit for Area Archives
19	Area Travel Funds [ATF]	For AWSC members whose mileage expenses are not paid by another entity - (There is a fomula that approximates this, based on assumption of attendance and expenses.)
20	Communicator	Prints Communicator 3 times a year for each District Representative
21	SSM Advance	\$1500 Seed money for following year SSM if scheduled
22	March Assembly Rent & Expenses	Area Reimburses Districts for Rent, Coffee, B&W Printing per Oregon Area Handbook
23	July Assembly Rent & Expenses	Area Reimburses Districts for Rent, Coffee, B&W Printing per Oregon Area Handbook
24	November Assembly Rent & Expenses	Area Reimburses Districts for Rent, Coffee, B&W Printing per Oregon Area Handbook
25	AWSC Rent [3 @ 1/3 of amount each]	Area Reimburses Districts for Rent, Coffee, B&W Printing per Oregon Area Handbook
26	Insurance	Area has an Insurance policy for all meetings and Area Events
27	Sub-Total: Working Fund Exp	Addition of all Working Fund Expenses
<b>28</b>	<b>Assembly/AWSC Allowance(Meal/Lodging)</b>	
		Currently maximum \$150 per event (AWSC/Assembly) per person from Oregon Area Handbook; There is a fomula that approximates this for each line item, based on assumption of attendance and expenses.
29	Officers	Meal & Lodging for Alt. Delegate, Chairman, AAPP, Treasurer, Secretary
30	Audit/Budget	Meal & Lodging for three Audit/Budget members whose expenses are not covered by another entity.
31	Coordinators and AAPP	Meals & Lodging Alateen, Archives, <i>Communicator</i> , CPC, Forum, Group Records, Literature, Public Outreach, Technology, Website
32	Past Delegates	Meals & Lodging for Past Delegates, Past Delegates who attend AWSC & Assemblies per Oregon Area Handbook**
33	Regional Trustee/Board Visit	For every 3 year panel the Area invites 1 Regional Trustee for one assembly
34	Sub-Total: Assem/AWSC Allowance(Meals/Lodging)	Addition of all Assembly/AWSC Meals and Lodging Expenses
<b>35</b>	<b>Officers Expenses</b>	
36	Alternate Delegate	Postage, Printing...
37	Chairperson	Name Badges. Postage, Printing...
38	Secretary	Postage, Printing...
39	Treasurer	Envelope, Postage, Printing, accounting software (one time in panel)

<b>Expenses [Continued]</b>		
	<b>Category</b>	<b>Description</b>
40	AAPP	Postage, Printing...
41	Sub-Total: Officers Expenses	Addition of all Officers Expenses
42	<b>Assembly Expenses</b>	
43	Assembly Workshops	Printing and Supplies to conduct workshops at an assembly (from others)
44	Alateen Projects	Printing and Supplies to conduct workshops at an assembly and/or Oregon Area
45	Archives Project	Printing and Supplies to conduct workshops at an assembly and/or Oregon Area
46	CPC Project	Printing and Supplies to conduct workshops at an assembly and/or Oregon Area
47	Forum Project	Printing and Supplies to conduct workshops at an assembly and/or Oregon Area
48	Group Records Project	Printing and Supplies to conduct workshops at an assembly and/or Oregon Area
49	Literature Project	Printing and Supplies to conduct workshops at an assembly and/or Oregon Area
50	PI Project	Printing and Supplies to conduct workshops at an assembly and/or Oregon Area
51	Techology Project	Printing and Supplies to conduct workshops at an assembly and/or Oregon Area
52	Web Project	Printing and Supplies to conduct workshops at an assembly and/or Oregon Area
53	Sub-Total: Assembly Expenses	Addition of all Assembly Expenses
54	<b>Coordinators Expenses</b>	
55	Alateen	Postage, printing, supplies, training AMIAS all over Oregon
56	Archives	Folders, printing, Supplies...
57	CPC	Postage, Printing, Supplies, Pamphlets...
58	Forum	Postage, Printing, Supplies...
59	Group Records	Postage, Printing, Supplies...
60	Literature	Postage, Printing, Supplies...
61	Public Information	Postage, Printing, Supplies...
62	Technology	Postage, Printing, Supplies...
63	Website	Postage, Printing, Supplies...Malware, Host, Squarespace
64	Sub-Total: Coordinators	Addition of all Coordinator Expenses
65	<b>Northwest Regional Delegate Meeting</b>	
66	Alternate Delegate - Travel/Meeting Expenses	In each panel, the Area allows the Alternate Delegate to attend a NWRDM once during the panel. Usually the first year of the panel w/o a voted exception.
67	Past Delegates - Travel/Meeting Expenses	Each year 1 past delegate has their way paid to the NWRDM per motion. At Nov. 2018 assembly, it was voted on splitting these funds between all eligible Past Delegates interested in attending the meeting.**
68	Sub-Total: Delegate Meeting	Addition of all NWRDM Expenses
69	<b>Other Expenses</b>	
70	Alateen Coord. - Sponsor Workshop	Attendance at one Alateen Sponsor Workshop per panel (Calif or Wash)
71	Audit Budget Extra Day + Expenses	In addition to attending Assy's & AWSC's Audit/Budget meets 3 additional times to conduct quarterly Audits and plan the budget.
72	Contingency Fund	A pool of funds available if a line item goes over budget; needs to be approved by Audit-Budget before going over budget
73	Equipment Supplies	Equipment supplies for Area Events (Sound system, Projector...)
74	Handbook Update	Printing, distributing Updates to Handbooks
75	Task Force Expenses	Not used for many years. Considering removing line item from Budget
76	Transition Fund	Short falls in Budget from position changes and unforeseen expenses
77	WSO Donation	Amount to send to WSO Annually
78	Sub-Total: Other Expenses	Additional of all Other Expenses
79	<b>Ample Reserves</b>	1/3 of total expenses from the previous year (This is estimated/projected.)
80	<b>Total Expenses &amp; Reserve</b>	Total of All expenses and Ample Reserves
81	<b>Budget Balancing Ledger</b>	
82	Budgeted Income	Total from Revenue and Cash at end of Last Year
83	Budgeted Expenses	Total from Expenses and Reserves
84	Experienced Shortfall of Budgeted Expenses	Difference between Revenue and Expenses
85	<b>Total of Budget Balancing Ledger</b>	Overage or Underage of Budget