

# Area 46 Expense Voucher

Trusted Servant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Committee/Service Position: \_\_\_\_\_

12th Step Work / Workshop Fund	12th Step Work / Workshop Expenses (Also for Delegate & Alt. Delegate Special Use)		
	Project Name: _____		Approved by Area Chair <input type="checkbox"/> Max Budget \$ <span style="border: 1px solid black; padding: 2px 20px;"> </span>
	Date: _____	Project Desc.: _____	
	Location: _____		Host District(s) or Group(s): _____
	Host's Participation: _____		
		Estimate	Actual
	Supplies (copies, lit., etc.) _____	\$ _____	\$ _____
	Transportation/gas _____	+ _____	+ _____
	Lodging _____	+ _____	+ _____
	Meeting room rental _____	+ _____	+ _____
Other (describe): _____	+ _____	+ _____	
	=====	=====	
Sub-total 12th Step Project Expenses	= _____	= _____	
MINUS Contributions by Districts, Groups and Members*	- _____	- _____	
	=====	=====	
<b>TOTAL 12th Step Project Expenses</b>	<b>= _____</b>	<b>= TOTAL → \$ _____ A</b>	
<small>*Example: A District gives you the 7th Tradition "basket" contributions from an event to offset your travel expenses and reimburses you for the literature you supplied.</small>			
<small>(Total will be added only if marked as approved)</small>			

Trusted Servants' Budgets	Travel to Assemblies	
	TOTAL Transportation and lodging ..... \$ _____ B	
	<small>- Reimbursement is for your <u>actual</u> travel expenses. (Do <u>not</u> take 1/3 of your travel budget per Assembly.)</small> <small>- Only transportation and lodging expenses are reimbursed (the cost of food is not included).</small> <small>- Your annual budget is a maximum — no additional funds will be available if you spend all of your budget.</small> <small>(Sharing rides and rooms is usually required for budgets to completely cover all three Assemblies.)</small>	
	Committee/Service Expenses	
	Printing of Committee agendas/reports .....	\$ _____
	Postage .....	+ _____
	Supplies (envelopes, labels, paper, batteries) .....	+ _____
	Phone calls .....	+ _____
	Miscellaneous service expenses .....	+ _____
		=====
	<b>TOTAL Committee/Service Expenses = TOTAL → \$ _____ C</b>	

Special Use	Area 46 Printing, Postage & Maintenance Expenses	
	<small>(Primarily for the use of the Secretary, Area Chair, Registrar &amp; Delegate)</small>	
	Assembly Agenda / Minutes, printing .....	\$ _____
	Area Directory, printing .....	+ _____
	Area Information Pamphlet (AIP), printing .....	+ _____
	Delegate's Report, printing .....	+ _____
	Area approved Committee literature, printing .....	+ _____
	Postage to mail the above items .....	+ _____
	Other Area 46 expense (website fees, insurance, etc) .....	+ _____
		=====
	<b>TOTAL Printing, Postage &amp; Maintenance Expenses = TOTAL → \$ _____ D</b>	

GRAND TOTAL Reimbursement Requested (A + B + C + D)	\$ <span style="border: 1px solid black; padding: 5px 20px;"> </span>
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## Sources of Funding for Area Trusted Servants:

### A. Trusted Servants Budgets

1. Travel to Assemblies expenses
  - a. Amount budgeted varies according to geographic location of the trusted servants.
  - b. Extra funding is provided for travel expenses to the Area 46 Convention for Literature, Website and Bilingual chairs
  - c. The budget given is a limit/cap/maximum. No additional funds will be available if the trusted servant runs out of money.
    - i. Sharing rides and rooms will probably be necessary to stretch your budget.
    - ii. Plan ahead.
  - d. Reimbursement is for transportation and lodging (gas & hotel) only. Food is not included.
  - e. Reimbursement is for actual expenses, not for 1/3 of annual budget.
2. Committee expenses
  - a. To cover basic operating expenses
  - b. Operating expenses include copies (agendas for Assemblies) stamps, phone calls to communicate with committee, etc.
  - c. Extra funding is provided to some positions that have higher operating expenses (Finance, Bilingual and Archives)
3. Service expenses
  - a. Operating expenses for the officers, Delegate and Alt. Delegate
  - b. Delegate's budget also includes travel money to travel to every District to give the Delegate Report.
  - c. Most large expenses incurred by officers are NOT paid out of their Service budgets. (See: Line Items)

### B. 12<sup>th</sup> Step Projects Fund

1. All committee work that would be considered 12<sup>th</sup> Step work is paid from this fund.
  - a. 12<sup>th</sup> Step work includes any activity that "carries the message."
  - b. Such activity could be a committee project or work carried out by the chairperson alone.
  - c. Generally, this fund should not be used to purchase equipment. (Use the contingency fund for that purpose).
2. The Area Chair is responsible for the total balance of the Fund.
  - a. The Area Chair will work with each Committee Chair to determine an appropriate budget for every 12<sup>th</sup> Step project planned.
    - i. Expenses will be reimbursed up to the agreed upon budget limit.
    - ii. No expenses will be reimbursed if a budget was not preapproved by the Area Chair.
  - b. Committee chairpersons should contact the Area Chairperson as soon as they start planning a 12<sup>th</sup> Step project.

### C. Line items for Area operating expenses

1. There are many expenses that are paid from accounts other than from Trusted Servants' accounts.
2. The Secretary, Registrar, Delegate, Website and Treasurer are the only positions that pay expenses from outside of either their own expense accounts or the 12<sup>th</sup> Step Fund.

### D. Contingency Fund

1. To access funds from this account you must make a motion at an Area Assembly.
2. This fund can be used to meet a specific need of a Committee.
  - a. When used for committee needs, this fund is usually used to purchase equipment.
  - b. It could be used to fund a 12<sup>th</sup> Step event (that would be up to the Assembly).